

Guide to State Preservation Services



DNR

Indiana Department of
Natural Resources



INDIANA DIVISION OF
HISTORIC PRESERVATION
AND ARCHAEOLOGY

Guide to State Preservation Services

**Indiana Department of Natural Resources
Division of Historic Preservation and Archaeology**

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DHPA Mission Statement

The Division of Historic Preservation and Archaeology promotes the conservation of Indiana's cultural resources through public education efforts, financial incentives including several grant and tax credit programs, and the administration of state and federally mandated legislation.

Staircase at the Emily Kimbrough House, Muncie, Delaware County.

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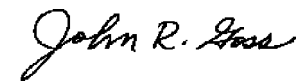
Welcome to the *Guide to State Preservation Services*! This is a new publication from the Department of Natural Resources' Division of Historic Preservation and Archaeology (DNR-DHPA) that explains the different programs, services, financial incentives, and regulatory functions administered by this office. We hope that it will be a useful resource to our partners in preservation and archaeology throughout the state, and also serve as an introduction for interested individuals, agencies, organizations, and communities to preservation- and archaeology-related programs in Indiana.

The DNR-DHPA was established as a result of the National Historic Preservation Act of 1966, which mandated that each state appoint a State Historic Preservation Officer (SHPO). In Indiana the Director of the Department of Natural Resources is the designated SHPO and the Director of the Division of Historic Preservation and Archaeology serves as the Deputy SHPO. The DHPA consists of a staff of about twenty people, including professional preservationists, historians, and archaeologists, interns, and support staff. Within the DHPA there are five sections or Program Areas, including: Archaeology, Architectural Services and Tax Credits, Grants and Administration, Historic Structures Review, and Registration and Survey. The DHPA's director and staff are responsible for the day-to-day administration of state preservation and archaeology activities in Indiana.

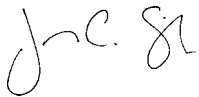
The remnants of Indiana's past people and communities are everywhere, including significant archaeological sites, traditional transportation routes, nineteenth-century downtown commercial districts, rural farmsteads and landscapes, historic residential neighborhoods, and formally designed parks. In every one of Indiana's ninety-two counties there are archaeological and historic resources to protect, preserve, interpret, and appreciate. As the State Historic Preservation Office, the DNR-DHPA is committed to these goals, but we cannot accomplish them alone. Through partnerships between the DHPA and organizations, educational institutions, individuals, and agencies at all levels, Indiana can achieve even more success in our preservation objectives.

The *Guide to State Preservation Services* will assist our partners in understanding the mandates and responsibilities of the DHPA and its historic preservation and archaeology programs. It also provides information on the opportunities for citizens and communities to work with us in our common goal to preserve Indiana's irreplaceable cultural resources. Please remember that programs, services, and legislation often change in response to evolving issues, challenges and needs, and the availability of financial resources. This Guide was published with the most up-to-date information available, but we encourage you to contact the DHPA staff with your questions, visit our website at: www.in.gov/dnr/historic, and subscribe to our newsletter, *Preserving Indiana*, for news on preservation and archaeology in the Hoosier State.

Thank you for your interest in historic preservation and archaeology in Indiana!



John R. Goss, Director
Department of Natural Resources,
State Historic Preservation Officer



Jon C. Smith, Director
Division of Historic Preservation and Archaeology,
Deputy State Historic Preservation Officer



Clock, Huntington County Courthouse.

Part 1 Office Sections and Program Areas



The Survey and Registration Section processes applications for listing properties in the Indiana Register of Historic Sites and Structures (State Register) and the National Register of Historic Places. This Section also maintains the list of Indiana properties that are included on these registers and supervises the Historic Sites and Structures Inventory Program. Currently, over 1,600 properties around the state are listed in both registers, and over 125,000 historic properties have been identified and documented through the inventory program. It should be noted that National Register listing is required before seeking most financial assistance from the DHPA.

THE NATIONAL REGISTER OF HISTORIC PLACES

The National Register of Historic Places is the nation's official list of cultural properties that are worthy of recognition and preservation. Many types of resources can be listed, including buildings, sites, structures, objects, and historic districts. In order to be eligible for listing, a property should be at least fifty years old and maintain a certain degree of historic integrity. In addition, a property must have significance at the local, state, or national level in one of the four following categories: some connection to important historical events, some connection to important historical figures, significance in its architecture or design, or likelihood to yield important information about our history or prehistory. For more information on the full set of eligibility requirements and the application and listing process, please refer to Appendix C: National Register Criteria and Listing Procedures (p. 45).

The Registration and Survey Staff processes all National Register of Historic Places applications for Indiana

properties. To place a property on the National Register, contact the DHPA and request an information packet or check out our website. The DHPA's National Register Staff can provide advice and guidance in preparing the application form, which is then submitted to the Division for review and verification. Property owners affected by the potential listing are notified and given a chance to object. No private property is listed in the Register if the majority of owners object. The application is given a final review at the state level by the Indiana Historic Preservation Review Board, a ten-member panel of professional and citizen members appointed by the Governor. Upon the Board's approval, the application becomes a nomination and is sent to the National Park Service to request official listing in the National Register of Historic Places.

Once placed on the National Register, a property receives official recognition and a degree of protection from federally-assisted projects that might have an adverse affect on the property. Likewise, listing in the State Register offers protection from state-assisted projects that might have an adverse affect on the property. For more information on the environmental review process of such projects, please refer to the Historic Structures Review (p. 14).



The Scotland Hotel in Greene County looks the way it did when it was built around 1879. It is listed in the National Register because of its architectural integrity.

Listing DOES:

- Give a property prestige and publicity;
- Provide protection for the property from federally assisted projects;
- Permit the owners of income-producing properties to use investment tax credits for certified rehabilitation;
- Allow owners of certain publicly owned or publicly accessible, non-income-producing properties to apply for federal rehabilitation grants.

Listing DOES NOT:

- Prevent private owners from altering their property;
- Restrict the use or sale of the property;
- Establish certain times that the property must be open to the public.

"The Wabash Valley Trust believes that the nomination of districts to the National Register of Historic Places is an important tool to help strengthen neighborhoods, promote heritage tourism, encourage local reinvestment, and spur economic development. To date, our multi-year initiative to nominate all of the eligible neighborhoods in Tippecanoe County has resulted in the listing of 14 historic districts containing more than 3,500 properties! We listed some of these districts using Historic Preservation Fund grant assistance. From the vernacular architecture of the Jefferson neighborhood to the affluent twentieth-century enclave for Purdue professors known as Hills and Dales, each neighborhood helps tell the story of the community. In addition, National Register listing has stimulated neighborhood pride and led to local projects such as heritage signage programs, walking tour brochures, youth education, home tours, and rezoning efforts."

Angela Bowen, Executive Director
Wabash Valley Trust for
Historic Preservation



The Greensburg Downtown Historic District encompasses the courthouse square, with historic buildings dating from 1854 to 1945.

THE INDIANA REGISTER OF HISTORIC SITES AND STRUCTURES

The Indiana Register of Historic Sites and Structures (the State Register) was created by an act of the Indiana General Assembly in 1981. The DHPA administers this program. Note that all Indiana properties listed in the National Register are automatically listed in the State Register. However, property owners sometimes wish to list their properties in the State Register only. If survey information about the property is available, this listing process requires less documentation than National Register listing and can usually be completed in a shorter time period.

The criteria for listing properties in the State Register are virtually the same as those for the National Register. An individual wanting to nominate a property should send a letter of request to the DHPA that identifies the property, describes it briefly, and explains its importance. Black and white photographs of the property should also accompany the request. If the DHPA staff can use available documentation to evaluate the property and determine its eligibility, they will issue notification letters to the owner(s) and local and county officials. If no objection to the listing is received, the property is automatically listed 30 days from the date of the notification letter. In those cases where the available documentation is inadequate, the staff will request enough research from the applicant to be able to make a determination of the property's eligibility for listing.

HISTORIC SITES AND STRUCTURES INVENTORY PROGRAM

The Survey and Registration Section also maintains the survey data that has been collected on all above-ground resources identified in the Indiana Historic Sites and Structures Inventory Program. To date, about 80% of Indiana's 92 counties have been surveyed for the identification of architectural and historical resources. (Note that the archaeological component of the inventory is maintained separately by the DHPA's Archaeology Section.) Most of the architectural and historical survey fieldwork is carried out by not-for-profit organizations or municipal government agencies using federal matching grant assistance from the Division. The information gathered through county surveys is critical to the environmental review process that is required under state and federal laws. This information also helps determine the eligibility of properties for listing in the State and National Registers.

Survey data is recorded on cards for each individual property and historic district identified, and photographic documentation is attached to these records. In addition to the usual hard copy format,

the Section is beginning to receive its survey data in electronic form. This will help initiate the process of compiling all above-ground survey data into a comprehensive electronic database. For more information on the Historic Sites and Structures Survey Database, please refer to Cultural Resource Databases (p. 34).

The above-ground survey data is published in county interim reports that are circulated to federal and state agencies, regional planning agencies, city governments, and libraries throughout the state. This makes the results of the surveys more readily available to the general public and agencies that need to consider historic resources in their planning. If your county has been surveyed but your local library does not have a copy of the county interim report, contact the DHPA.

In addition to the ongoing effort to survey all counties, the Historic Sites and Structures Inventory also includes data from some specialized surveys. For example, the DHPA has sponsored surveys of Indiana's round and polygonal barns, train depots, and historic bridges, as well as New Deal resources located on properties owned by the Department of Natural Resources.



The Hendricks County Courthouse in Danville was identified in the countywide historic sites and structures inventory. It was assigned a survey rating of "Outstanding" - meaning that it is individually eligible for listing in the National Register.

The primary duty of the Grants Section is to administer both state and federal funding for matching grant programs, cooperative agreements, and other in-house activities. The DHPA currently has one federal and two state-funded grant programs. Each program has its own focus, eligibility requirements, funding levels, and time frame as described below.

Each grant program funds specific types of projects. Grant proposals must fall within the parameters set for each program in order to be considered for funding. All grant proposals are evaluated by a selection committee and are scored using predetermined evaluation criteria. Due to the great demand for financial assistance for preservation projects, all grant programs are highly competitive. Because of the funding sources, certain aspects of each program are subject to periodic change, including: the occurrence, the total amount of funding available, the time frame, and the maximum grant award levels.

All DHPA grant programs provide matching assistance, where the grant recipient must supply a certain percentage of the total project cost, known as the local match. In addition, all grant funds are paid out on a reimbursement basis. The grant recipient must use their local matching funds to initiate the project and then submit documentation of expenses incurred and paid in order to receive the grant funds. Grant awards in each program are subject to maximum award amounts; any part of the total project cost above these matching ratios and maximum award amounts must be borne by the grant recipient.



Before



After

The Battell Park Band Shelter was completed in 1927 and provided a venue for music and celebrations in Mishawaka. After falling into disrepair, the band shelter was rehabilitated with the aid of a \$49,000 Historic Preservation Fund grant. Concerts and celebrations once again attract hundreds of people to this community park.

ELIGIBILITY REQUIREMENTS

Eligible applicants may differ by program, but ordinarily include: 1) governmental agencies such as county commissions, city councils, redevelopment commissions, county transportation departments, and school or library boards; 2) educational institutions such as state or private colleges and universities; and 3) not-for-profit organizations with 501(c)(3) tax-exempt status, such as grassroots preservation groups, local foundations, and historical societies. Because of state and federal regulations, grant assistance (public money) may not be awarded to active religious organizations or to private individuals, and may not be used for the rehabilitation of properties owned by active religious organizations or by private citizens. Properties to be assisted with grant funds are subject to State and National Register eligibility requirements, and, in some cases, listing is required.

Please refer to the program descriptions below for specific details. Properties to be assisted with grant funds must also be non-income-producing. Properties that are income-producing and have a tax liability may be eligible to receive state and federal rehabilitation tax credits. For more information please refer to Investment Tax Credit Programs (p. 12).

The DHPA Grants Staff is always available to answer questions about grant programs and the eligibility of specific projects and properties and to give advice on how to complete the grant proposal materials. The Grants Staff is also the primary contact for requesting general grant information and application packets. Most grant materials are also available on the Division's website at: www.in.gov/dnr/historic.

"The DHPA's grant programs have provided an effective way for our organization to use its pool of skilled and ordinary volunteer labor to provide the local match necessary to leverage grant funds. We have the manpower and desire to take on important local heritage projects, but we don't always have all the funds needed to accomplish our goals. Partnership with the DHPA through its grant programs has made a number of our canal heritage projects in Delphi become a reality."

Dan McCain, President
Carroll County Wabash & Erie Canal, Inc.

HISTORIC PRESERVATION FUND

Type of funds:	Federal
Program occurrence:	Annual
Total funds available:	Variable, subject to annual federal appropriation
Maximum grant award:	Variable, usually \$50,000
Matching share ratios:	50% federal / 50% local for most projects 70% federal / 30% local for survey projects
Length of program:	15 months to complete projects
Eligible applicants: (Statewide)	Municipal government entities Educational institutions Not-for-profit organizations with 501(c)(3) status
Project categories:	Architectural and Historical Archaeological Acquisition and Development

Each year, the DHPA receives funding under the Historic Preservation Fund (HPF) Program, which is administered by the U.S. Department of the Interior, National Park Service. The HPF Program helps to promote historic preservation and archaeology in Indiana by providing assistance to projects that will aid the State in meeting its goals for cultural resource management. Of Indiana's annual HPF allotment, about 85% is set aside to fund a matching grants program and cooperative agreements to foster important preservation and archaeology activities, such as co-sponsorship of the annual Cornelius O'Brien Conference on Historic Preservation. The remainder of this funding pays for office interns, Archaeology Month and Preservation Week programs, printing and mailing of the Division's newsletter and other public education materials, and the purchase of necessary office equipment for the Division.

Under the HPF matching grants program, grant awards are made in three project categories. When applying for grant funds, applicants must be certain to request and complete the appropriate application packet for their project category.

Architectural and Historical projects include: historic sites and structures surveys for cities and counties; survey

publication and printing; National Register nominations for eligible historic districts; public education programs and materials relating to preservation, such as workshops, training events, publications, and brochures; feasibility studies, architectural and engineering plans, and specifications for the rehabilitation and/or adaptive reuse of National Register-listed properties; historic structure reports for National Register-listed properties; and historic context studies with National Register nominations for specific types of historic resources.

Archaeological projects include: survey, testing, and research focused on specific geographic areas or cultural groups; National Register nominations for individual or multiple archaeological sites; and public education programs and materials relating to archaeology, such as workshops, training events, public and mock digs, publications, and brochures.

Acquisition and Development projects include the preservation, rehabilitation, restoration, and acquisition of National Register-listed properties. This category is often referred to as "bricks and mortar money," and is used to help save buildings and structures that are severely threatened or endangered. Note that properties not listed in the National Register are not eligible to receive federal HPF funds for Acquisition and Development.



Before



After

The Ladoga Normal Hall in Montgomery County received a \$50,000 Historic Preservation Fund grant to repair the roof, repair damaged woodwork, and rehabilitate the masonry. The building now serves as a community center.

HOMETOWN INDIANA

Type of funds:	State
Program occurrence:	Variable, pending state appropriation
Total funds available:	Variable, subject to bi-annual state appropriation
Maximum grant award:	\$100,000
Matching share ratio:	50% state / 50% local for all projects
Length of program:	20 months to complete projects
Eligible applicants: (Statewide)	Municipal government entities Educational institutions Not-for-profit organizations with 501(c)(3) status
Project categories:	Rehabilitation Archaeology

In 1998, the Indiana General Assembly made a one-time appropriation of funding for the Hometown Indiana matching grants program that was designed to assist communities with projects in parkland acquisition and development, urban forestry, and historic preservation and archaeology. By statute, appropriated Hometown funds are divided according to the

following ratios: 70% for park projects, 10% for forestry projects, and 20% for preservation projects. DNR's Division of Outdoor Recreation administers the parkland component of the program, while the Division of Forestry administers the urban forestry component. The Division of Historic Preservation and Archaeology administers the preservation component of the program.

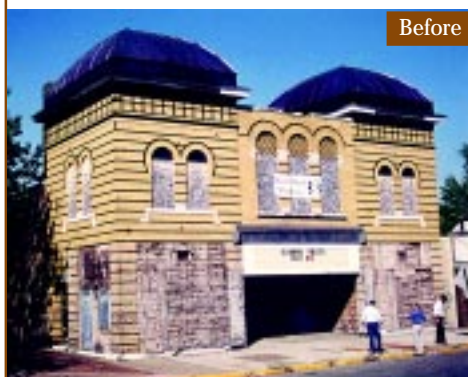
The intention of the preservation component of Hometown Indiana is to save significant historic and cultural resources that are seriously threatened or endangered. Depending on available financial resources, the program operates on a bi-annual basis.

The administrative requirements and guidelines of Hometown Indiana's preservation component are based on those of the HPF Program for the Archaeological and Acquisition and Development categories. The only differences are the time frame for the completion of projects, the maximum grant award level, and the requirement that a property must be, at a minimum, listed in the Indiana Register of Historic Sites and Structures. (Properties listed in the National Register are automatically included in the State Register.)

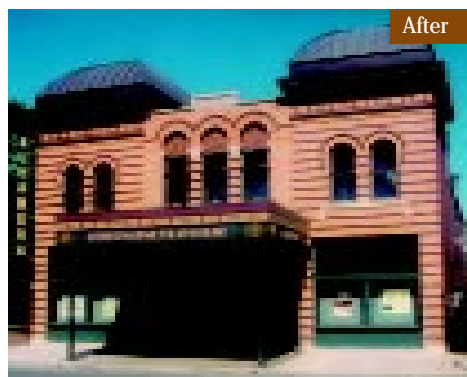
Under the preservation component of the Hometown Indiana matching grants program, awards are made in two project categories. One application packet covers both the rehabilitation and archaeology categories.

Rehabilitation projects include the preservation, rehabilitation, restoration, and acquisition of State Register-listed properties. This category is often referred to as "bricks and mortar money," and is used to help save buildings and structures that are severely threatened or endangered. Note that properties not listed in the State Register are not eligible to receive rehabilitation funds.

Archaeology projects include testing and research focused on specific archaeological sites that are listed in the State Register, especially those that may be severely threatened or endangered; large-scale surveys cannot be funded.



Before



After

The Alhambra Theater in Evansville was built in 1913. A \$50,000 Hometown Indiana Grant helped to rehabilitate the exterior masonry, restore the windows and storefronts to their original appearance, and replicate the missing corner sign and entrance marquee. Last used as a movie theater in 1956, the Moorish Revival style building is being converted for use as a community playhouse.

WABASH RIVER HERITAGE CORRIDOR FUND

Type of funds:	State
Program occurrence:	Variable, pending state appropriation
Total funds available:	Variable, subject to bi-annual state appropriation
Maximum grant award:	\$250,000
Matching share ratio:	80% state / 20% local for all projects
Length of program:	22 months to complete projects
Eligible applicants: (within the Corridor)	Municipal government entities Not-for-profit organizations with 501(c)(3) status
Project categories:	Stabilization, Rehabilitation, Acquisition Archaeological Investigation Educational / Interpretive Exhibits and Facilities

The Wabash River Heritage Corridor Fund is a periodic program intended to protect and enhance the natural, recreational, and cultural resources located along the Wabash River. The corridor is defined as “the strip of land in Indiana abutting the Wabash River, the Little River, and the portage between the Little and the Maumee Rivers.” This corridor spans almost the entire length of the state, and includes the following nineteen counties: **Adams, Allen, Carroll, Cass, Fountain, Gibson, Huntington, Jay, Knox, Miami, Parke, Posey, Sullivan, Tippecanoe, Vermillion, Vigo, Wabash, Warren, and Wells.** The Wabash River Heritage Corridor Commission consists of one representative from each of these counties, as well as representatives of the Department of Natural Resources and other state government agencies.

When the Indiana General Assembly appropriates funding for this program, the Commission determines the percentages to be distributed for projects in two categories: “natural and

recreational,” and “historical and cultural.” The DHPA administers the historical and cultural component, while the natural and recreational component is administered by the DNR Division of Outdoor Recreation.

The administrative requirements and guidelines of this program are similar to those of the Hometown Indiana Program for the Archaeology and Rehabilitation categories. The differences are the time frame for the completion of projects, the maximum grant award level, the matching ratios, and the requirement that a

subject property must be, at a minimum, determined eligible for listing in the Indiana Register of Historic Sites and Structures. All properties assisted with Wabash funds must possess both a close geographic proximity to the river and a clear contextual connection to the river and the historical development of the Corridor.

Under the historical and cultural component of the Wabash River Heritage Corridor Fund matching grants program, grant awards are made in three project categories. One application packet covers all three project categories.

Stabilization, Rehabilitation, Acquisition projects include the purchase, preservation, rehabilitation, or restoration of a site, structure, object, or other resource within the Corridor that has been determined to be eligible for listing in the State Register.

Archaeological Investigation projects include testing, excavation, and study of an archaeological site within the Corridor that has been determined to be eligible for listing in the State Register.

Educational / Interpretive Exhibits and Facilities projects include the design and manufacture of museum exhibits intended to interpret the historical and cultural resources of the Corridor, and the design and construction of museum facilities intended to house exhibits that will interpret the historical and cultural resources of the Corridor.



Archaeologists conduct an excavation at the highly endangered Bone Bank Site on the Wabash River in Posey County. Erosion of the riverbank destroys more of this site each year. This investigation was assisted with a \$100,000 grant from the Wabash River Heritage Corridor Fund.

Income tax credits are the principal governmental subsidy available for privately owned and funded historic preservation activities. Both the federal government and the State of Indiana offer a Rehabilitation Investment Tax Credit (RITC) equaling 20% of rehabilitation costs for qualified work on income-producing properties that are certified historic buildings. A net subsidy equaling 40% of qualified rehabilitation costs may be yielded by participation in both programs. Eligible properties include commercial buildings, factories, or even old houses - but they must be income-producing, such as rental properties. Owner-occupied private residences are eligible only for the Indiana Residential Historic Rehabilitation Credit (RHRC).

ELIGIBILITY REQUIREMENTS

Certified Historic Buildings

For participation in the federal RITC program, a building must have been determined to be eligible for listing in the National Register of Historic Places. The building may be individually significant or a contributing resource within a historic district. State programs for both income-producing properties, Indiana Historic Rehabilitation Tax Credit (HRTC), and for owner-occupied private residences, Residential Historic Rehabilitation Credit (RHRC), require that a building be listed in the Indiana Register of Historic Sites and Structures. Buildings listed in the National Register are automatically listed in the State Register. If the federal RITC is used, the building must be listed in the National Register within 30 months after claiming the credit.

Qualified Rehabilitation

In order to qualify for the RITC, all work must meet the *Secretary of the Interior's*

Standards for the Treatment of Historic Properties. This distinguishes bona-fide historic preservation from more general remodeling projects. Although a project may include additions and site work, only costs related to the rehabilitation of the historic building may be used in calculating the tax credits. The federal RITC requires that the rehabilitation costs equal or exceed the value of the building (excluding the land) before rehabilitation work (known as the substantial rehabilitation test or the adjusted basis rule). The Indiana HRTC and RHRC require that the rehabilitation investment be \$10,000 or greater. Single-phased projects must meet these requirements in a 24-month period. Projects filed for multi-phased development may stretch the qualifying period up to 60 months.

THE SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION

The intent of the Standards is to assist the long-term preservation of a property's significance through the preservation of historic materials and features. The Standards pertain to historic buildings of all materials, construction types, sizes, and occupancy, and cover the exterior and interior of buildings. They also encompass related landscape features and the building's site and environment, as well as attached, adjacent, or related new construction.

To be certified for federal tax purposes, a rehabilitation project must be determined by the Secretary of the Interior to be consistent with the historic character of the structure(s), and, where applicable, the district in which it is located. Rehabilitation is understood to include some necessary repair or alteration of the historic building in order to provide for an efficient contemporary use. However, these repairs and alterations must not damage or destroy materials, features, or finishes that are important in defining the

building's historic character. The Standards are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility.

In brief, the Standards cover new uses for historic buildings, repair and cleaning methods, retention of historic fabric and features, protection of archaeological resources, and sympathetic new additions. For the full list of the Standards, please refer to Appendix D: The Secretary of the Interior's Standards for Rehabilitation (p. 48).

Preservation Briefs

To supplement the ten points that comprise the *Secretary of the Interior's Standards for Rehabilitation*, the National Park Service has prepared a number of technical documents that apply these criteria to specific rehabilitation methods. These publications, titled *Preservation Briefs*, cover a variety of topics, including: repairing and repointing historic masonry, repairing wooden and steel windows, repairing historic flat and ornamental plaster, conserving energy in historic buildings, and providing accessibility in historic buildings. Each Brief covers recommended repair methods in great detail and also includes a number of helpful illustrations. A complete

"The Division of Historic Preservation and Archaeology offers constructive advice and invaluable project guidance in connection with historic preservation projects throughout Indiana. Since its enactment in 1993, the SHPO has overseen the State's Historic Rehabilitation Tax Credit Program. As the developer of the first project certified under the Indiana Tax Credit Program in 1994, we have continued to use the credit as a bridge for financing these often difficult-to-fund projects. Through 2002, we have completed eight state certified historic projects and eleven federal certified historic projects. Without the tax credit program, these projects would not have been possible."

*Kevin Krulewicz, Managing Member
The Downtown Alternative*

list of the *Preservation Briefs* currently available can be found in Appendix E: *Preservation Briefs* (p. 50). These documents may be obtained by contacting the DHPA.

THE APPLICATION PROCESS

To ensure that all work meets the *Secretary of the Interior's Standards for the Treatment of Historic Properties*, it is highly recommended that the proposed work program be submitted for approval prior to the execution of the work. Project plans and specifications will be reviewed to ensure that all anticipated facets of the project meet these standards.

The federal RITC requires a three-part application. Part 1 verifies that the project is eligible for the program (this step may be omitted if a building has been individually listed in the National Register). Part 2 describes the construction activities for which the credit is to be claimed. Part 3 is filed upon the project's completion. The Indiana State RITC for income-producing properties utilizes this same three-part application with an additional cover sheet for the state program. The RHRC for owner-occupied residences employs a simplified form of the three-part application.

Applications for these programs may be obtained from the DHPA. Applications for the federal RITC are also available on the Internet at: www2.cr.nps.gov/tps/tax/hpappl.htm.

CLAIMING THE CREDIT

A taxpayer should claim the federal tax credit for the tax year during which the building (or phase of project) is placed in service. Because the Indiana state programs limit the amount of credits that may be granted in a single year, the taxpayer is notified by the state when he or she may claim the Indiana credit. Both state and federal programs permit carryover of unused credit to subsequent tax years. The Indiana RITC is also limited to a maximum credit of \$100,000 per project. The taxpayer has up to 30 months following the claim of a federal tax credit to complete the certification that the project meets the *Secretary of the Interior's Standards*. However, the Part 1 application, Determination of Eligibility, must have been submitted prior to filing the credit claim. Both Indiana state programs require that the project be certified as complete before a tax claim may be submitted. Indiana tax credits are assigned to specific Indiana fiscal years for purposes of tax filing.

OTHER TAX PROGRAMS

Please note that the two programs below are not administered by the DHPA, and consultation with a tax expert is strongly advised to explore various tax incentives.

Rehabilitation Tax Deduction

Indiana taxpayers who rehabilitate historic structures, commercial properties, as well as private homes, can qualify for a tax deduction if the work increases the assessed value of the building. Deductions are limited to the historic portion of existing buildings that are at least 50 years old and work of at least \$10,000 value.

Low Income Housing Tax Credit

The federal Low Income Housing Tax Credit can be combined with the RITC to rehabilitate historic structures that will provide affordable housing. The federal government also provides certain tax incentives for the creation of rural housing.

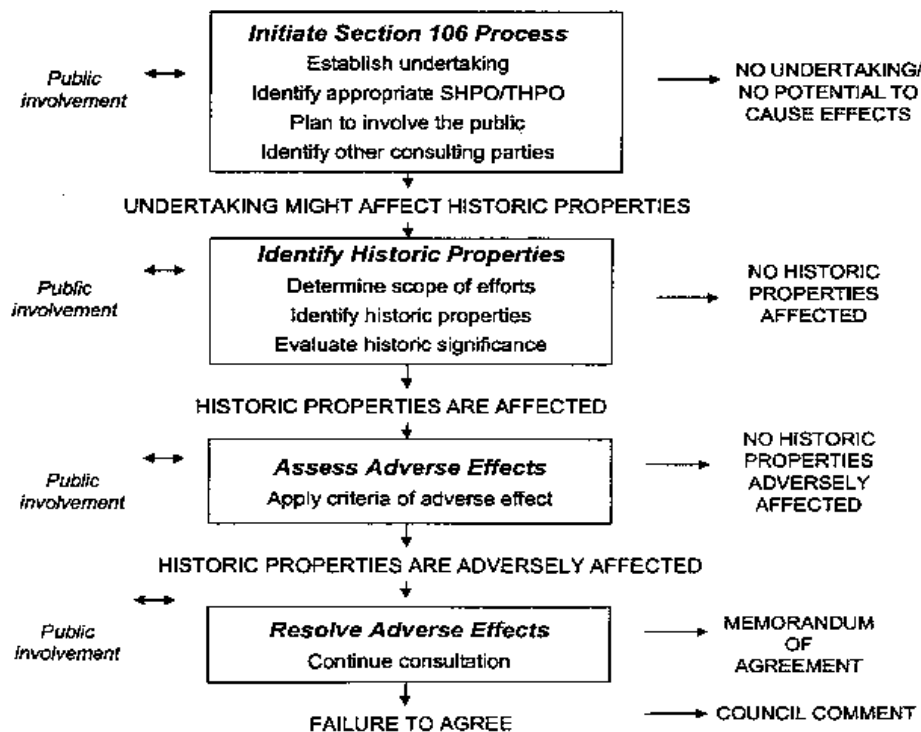


The William Street School in Huntington, also known as the Horace Mann School, was originally constructed in 1895 with additions in 1926. The vacant school was rehabilitated by a local preservation organization to create 44 units of affordable senior housing. The project utilized state and federal historic rehabilitation investment tax credits as well as federal low-income housing tax credits. (Courtesy of Kipp Normand)

"The historic tax credit is one of the most powerful financial tools for transforming difficult-to-develop buildings from eyesores to community assets."

William G. Taft, President
Southeast Neighborhood Development, Inc.

The primary duty of the Historic Structures Review Section is to process reviews of certain types of projects that have state or federal involvement, in order to insure that the work does not significantly and unnecessarily alter, damage, or destroy above-ground historic and/or cultural resources in Indiana. Questions regarding the review process as it pertains to buildings, structures, objects, and districts should be directed to the Historic Structures Review Section of the DHPA. Questions about the review of archaeological sites should be directed to the Archaeology Section, which performs a similar review for work potentially affecting below-ground resources. Note also that information on the archaeological review process may be found in the Archaeology Section.



*The four steps of the Section 106 Review Process, showing opportunities for public involvement.
(Courtesy of the Advisory Council on Historic Preservation)*

FEDERAL SECTION 106 REVIEW

Purpose

Section 106 of the National Historic Preservation Act of 1966, as amended (16 USC 470f) and the federal regulations that implement Section 106 (36 CFR Part 800) require that whenever any federal agency proposes to conduct, fund, license, grant a permit for, or otherwise approve an undertaking (a program, project, or activity) that by its nature has the potential to affect historic properties, the federal agency must conduct a review of the proposed project's effects in conjunction with the State Historic Preservation Officer and, under certain circumstances, with another federal agency, the Advisory Council on Historic Preservation (the Council), and other interested individuals or organizations, called consulting parties. If there are historic properties that will be affected, then the federal agency must take into account the undertaking's effects on historic properties before approving the undertaking

and give the Council a reasonable opportunity to comment on the federal agency's findings. Section 106 is not a permitting process; rather, it is a process of good faith consultation and comment.

Definitions

An historic property is one that is either listed in or eligible for inclusion in the National Register of Historic Places. Determining whether or not a particular property is historic is part of the Section 106 review process. The necessity for conducting the Section 106 review is based on the existence of a federal connection to the undertaking and the hypothetical potential of the undertaking to affect historic properties, if any such properties exist within the area of potential effects (APE). For Section 106 to apply, it is not necessary that it be known at the outset whether or not there are historic properties within the APE.

By state law in Indiana, the Director of the Department of Natural Resources (DNR) is the State Historic Preservation Officer

(SHPO). The Director of the DNR Division of Historic Preservation and Archaeology is the Deputy SHPO. Most of the day-to-day work of the Indiana SHPO is performed by the staff of the DNR-DHPA. Within the DHPA, the Archaeology Section and the Historic Structures Review Section share the Section 106 review work.

The Review Process

Federal agencies often look to those applying for grants, loans, licenses, or permits to initiate the consultation with the SHPO. Under the Council's current 36 CFR Part 800 regulations (which took effect January 11, 2001, and which are available on the Internet at: www.achp.gov), the federal agency may authorize the applicant or consultants to gather information on properties that might be affected by the undertaking and to exchange information with the SHPO. According to the Council, the authorization should be communicated to the SHPO in writing or by e-mail. However, the regulations state that the federal

agency is to make findings regarding the existence of historic properties within the undertaking's area of potential effects and regarding the undertaking's effects on them.

The DHPA staff, upon request, will advise federal agencies or their applicants or consultants on the kinds of information that should be submitted to begin the review of a particular project. During the course of the review, the DHPA staff also will share pertinent information in its possession about the significance of properties within the APE. The federal agencies also are obligated under the regulations to gather information and then, in addition, to make findings based on that information. The DHPA staff is not authorized to perform the agencies' responsibilities for them. Rather, the DHPA's role, as the staff to the SHPO, is to comment on whether potentially historic properties will be affected, how they may be affected, and how any adverse effects on historic properties may be avoided, reduced, or mitigated. Adverse effects that cannot be avoided often are mitigated through stipulations included in a formal document called a memorandum of agreement.

Required Information

Although the kinds of information about an undertaking and about properties within the APE that are critical to the Section 106 review will vary based on the circumstances, the federal agency (or its applicant or consultant) typically should provide the following kinds of information to the SHPO as early in the review process as possible:

- A letter identifying the undertaking and the responsible federal agency;
- Written or electronic authorization for the applicant or consultant to correspond with the SHPO on behalf of the federal agency;

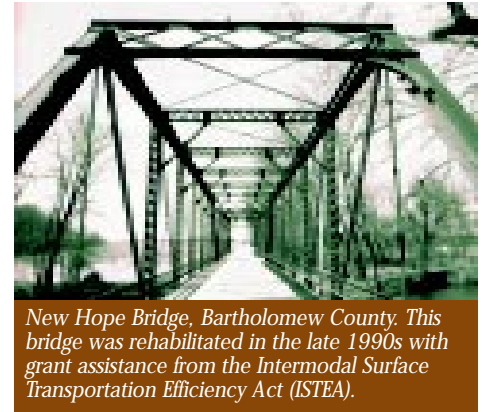
- A narrative description of the undertaking;
- A definition of the undertaking's area of potential effects;
- A map that clearly identifies the location of the undertaking and any buildings, structures, and objects within the APE and major streets or landmarks.

Additional items and information that may be required include:

- Approximate dates of construction and any known historical significance of any of the buildings, structures, or objects within the APE;
- A description of the existing condition of any vacant land that will be disturbed by construction and whether and where previous ground disturbance (other than by farming) has occurred;
- Sources of information about buildings, structures, and objects and about the condition of vacant land that will be disturbed by the undertaking;
- Recent photographs of exteriors and, if possible, interiors of buildings, structures, or objects that may be affected by the undertaking.

Depending on whether or not there is the potential for archaeological sites at the undertaking location, it may also be necessary to have a qualified, professional archaeologist conduct and report on a field investigation of sites. However, it is usually better to wait until the SHPO has requested an archaeological field investigation before contracting to have that service performed.

Similarly, if an existing building or structure will be altered, or a new one constructed, it may be necessary to provide



New Hope Bridge, Bartholomew County. This bridge was rehabilitated in the late 1990s with grant assistance from the Intermodal Surface Transportation Efficiency Act (ISTEA).

the SHPO with plans and specifications, or at least a detailed work write-up, to enable the SHPO to comment on the possible effects of the undertaking. However, it is usually better to wait until the SHPO requests such materials before submitting them for review.

STATE LAW HISTORIC PRESERVATION REVIEWS

Indiana does not have a review process that is the mirror image of Section 106. However, there are some specialized kinds of reviews that collectively provide protection to historic properties on state-owned or state-leased land or to historic properties that are listed in the National Register of Historic Places or the Indiana Register of Historic Sites and Structures and that will be altered, demolished, or removed using state funds. The Indiana review processes are established in Sections 14, 16, and 18 of Indiana Code 14-21-1.

Section 14

Before real property owned by the state may be sold or transferred, the Indiana Department of Administration must notify the DHPA at least 90 days before the proposed transfer. The DHPA must advise Administration of the location of any historic sites or structures on the property. Administration will then reserve control of the historic property through a covenant or easement. This provision does not apply to real property owned by a state educational institution.

Section 16

A permit is required before a field investigation is conducted or an historic property is altered within the boundaries of land owned or leased by the state.

Section 18

Before an historic site or structure owned by the state or an historic site or structure listed in the Indiana Register of Historic Sites and Structures or the National Register of Historic Places may be altered, demolished, or removed by a project funded in whole or in part by the state, a certificate of approval must be obtained from the Historic Preservation Review Board. Separate advisory reviews by the SHPO are required, in place of the certificate of approval requirement, for state college or university projects involving the substantial alteration, demolition, or removal of an historic site or historic structure.

Anyone proposing to conduct a project that appears to require a review under Section 14, 16, or 18 is encouraged to call the DHPA first to discuss the kinds of information that will be required for the review.

USEFUL RESOURCES FOR SECTION 106 REVIEWS

Websites:

www.achp.gov

Website for the Advisory Council on Historic Preservation. The Advisory Council is the major policy advisor to the Government in the field of historic preservation. The Council also oversees the implementation of the Section 106 regulations. The Section 106 regulations (36 CFR Part 800) can also be referenced on this website.

www.cr.nps.gov/nr/

Website for the National Register of Historic Places. This website not only gives general information on the National Register program, but allows one to search the National Register database by state and county for a list of all resources listed in a particular county.

www.cr.nps.gov/nr/listing.htm

This website provides information on applying the National Register Criteria. By clicking on How to Apply the National Register Criteria text on the last page, you will find the information that is printed in *Bulletin 15: How to Apply the National Register Criteria for Evaluation*.

www.indianahistory.org

Website for the Indiana Historical Society. This website provides information on the programs and services of the organization. It also contains lists of many local preservation organizations in Indiana, sorted by county, as well as a list of the county historians.

www2.cr.nps.gov/tps/index.htm

Website for the National Park Service Technical Preservation Services. It has information and links for the *Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring and Reconstructing Historic Buildings and Preservation Briefs*. The *Preservation Briefs* provide technical assistance on various aspects of building rehabilitation as well as other related preservation topics.

www2.cr.nps.gov/tps/care

This new website, which is part of the National Park Service's Heritage Preservation Services, is devoted to all aspects of caring for historic buildings. One useful feature is a couple of interactive rehabilitation case studies that allow one to apply the *Secretary of the Interior's Standards for Rehabilitation*. The Secretary's Standards can be referenced at: www2.cr.nps.gov/tps/tax/rehabstandards.htm.

www.in.gov/dnr/historic

Website for the Indiana Division of Historic Preservation and Archaeology. It gives information on the various programs offered by our office along with information on the various sections of the office.

terraserver.microsoft.com

This website provides access to quad maps and aerial photographs for the United States. Some of the aerial maps on the website were taken as recently as 1998, which provides up-to-date



Former C & O Railroad Depot, Muncie. This historic transportation facility was rehabilitated with grant assistance from the ISTEA program. The depot now serves as the trailhead for the Cardinal Greenway.



Pugh Ford Bridge, Bartholomew County. The bridge was rehabilitated using ISTEA Funds in the late 1990s.

information on where buildings exist in close proximity to project areas.

NOTE: There is no “www” in this website address.

www.historiclandmarks.org

Website for Historic Landmarks Foundation of Indiana (HLFI). HLFI is the largest statewide non-profit preservation organization in the country. HLFI can provide information on the availability of county interim reports, and the regional offices may be able to provide historical information for a particular area in their vicinity.

www.doi.gov

The Department of the Interior has links to all its Bureaus: National Park Service, Fish and Wildlife Service, Indian Affairs, Land Management, Surface Mining, Minerals Management Service, U.S. Geological Survey, and Reclamation. The Bureau of Indian Affairs can provide information on any Native American tribes that may have a vested interest in a project area. This website provides a list of federally recognized tribes. A list of Tribal Historic Preservation Officers (THPOs) can be found on the Advisory Council’s website at: **www.achp.gov/thpo.html**.

www.cast.uark.edu/other/nps/nacd/nacd.html

Website for the Native American Consultation Database. This website contains contact names and addresses of Native American groups.

Other Resources:

Interim Reports

These reports provide survey information on historic buildings, structures, districts, and objects for most Indiana counties. Copies of Interim Reports are usually available at local historical societies and public libraries. A complete set can also be found at the Indiana State Library in Indianapolis. In addition, many Interim Reports can also be purchased from Historic Landmarks Foundation of Indiana, 340 West Michigan Street, Indianapolis, Indiana 46202, (317) 639-4534.

Historical Societies and County Historians

Local historical societies and county historians can provide additional information on the history of a particular area. They may possess county histories and historical atlases, which are good resources for historical documentation.

However, most historical societies and county historians are not familiar with the Section 106 process and do not have the knowledge to make determinations of eligibility for potential historic resources or make determinations of effect.

National Register Bulletins

The National Register Bulletins provide information on various aspects of the National Register program. Of particular interest is *National Register Bulletin 15: How to Apply the National Register Criteria for Evaluation*, which is useful in helping to determine whether or not a property is eligible for inclusion in the National Register.

“The Section 106 process offers citizens and their elected representatives the opportunity to influence federal decisions that shape America’s historic communities. It is a unique tool for people to use to protect the heritage that they value.”

*John Fowler, Executive Director
Advisory Council on
Historic Preservation*



A DHPA archaeologist assists a Division of Forestry employee in identifying prehistoric artifacts in the field.

The DHPA's Archaeology Section administers programs for protecting and preserving Indiana's prehistoric and historic archaeological sites and the valuable information that they contain. The DHPA is the central repository of archaeological records and reports for the state and also houses the state's official computerized database of archaeological site information. The Archaeology Section's primary responsibility is to review, evaluate, and comment upon projects that may affect archaeological resources. Other duties include: implementing the state law providing protection for archaeological sites and human remains, maintaining standards and guidelines for the archaeology community, reviewing grant-funded archaeological projects, reviewing National Register nominations for archaeological sites, providing staff support for the Native American Council, providing technical assistance and advice to the public and professionals, and undertaking public education initiatives.

ENVIRONMENTAL REVIEW

The primary duty of the Section is to review and comment on the potential effects of federal and state undertakings or projects on archaeological resources (USC 470f; 36 CFR Part 800; IC 14-21-1). The Archaeology Staff coordinates environmental reviews with the Historic Structures Review Section and occasionally conducts site inspections and holds consultations with archaeologists conducting projects under these laws, rules, and regulations. Under state law, the Archaeology Section reviews surface and underground coal mining projects in Indiana (IC 14-34-3-10; 312 IAC 25). In addition, the Section reviews development plans for projects that will disturb the ground within 100 feet of a cemetery or burial ground for the purpose of erecting, altering, or repairing any structure (IC 14-21-1-26.5). The Section also reviews environmental impact statements. For more information, please refer to Appendix A: Archaeology Laws (p. 38).

ARCHAEOLOGICAL PERMITS, DISTURBANCE OF ARTIFACTS AND HUMAN REMAINS

The Archaeology Section reviews plans for persons wishing to disturb the ground to discover artifacts dating before December 11, 1816, or human remains dating before 1940 (IC 14-21-1). Individuals conducting archaeological research projects that involve excavation or disturbance of the ground must have a plan approved by the Department of Natural Resources to conduct systematic and proper investigation. Under the same law and rules, the Section evaluates the qualifications of individuals wishing to conduct archaeological investigations in Indiana (312 IAC 21 & 22). The Section also investigates "accidental discoveries" of artifacts and human remains as defined above, as well as disturbances of artifacts and human remains without, or in violation of, an approved plan.

PUBLIC EDUCATION AND OUTREACH

The Archaeology Section conducts a number of educational, training, and outreach programs for the public and avocational and professional archaeologists. These efforts include Archaeology Month activities, publications, talks and presentations, artifact identification, recording of archaeological sites and private collections, training sessions for land management and law enforcement personnel, and stewardship courses about preserving the state's archaeological heritage. The Section also advises and assists in the activities of local historical and archaeological groups, private individuals, and organizations. There is great public demand for information about archaeology in Indiana, and the following programs have been developed to meet this need.

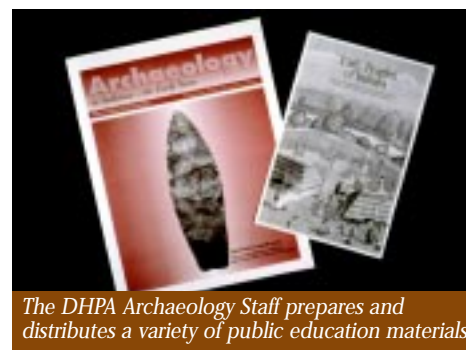
Indiana Archaeology Month

The Archaeology Section first organized, coordinated, and introduced Indiana Archaeology Week in 1996. Each September, the Governor issued a proclamation establishing the week. Given the increasing public and professional interest in Archaeology Week in past years, this highly successful public education initiative was expanded to Archaeology Month in 2002. The focus of this program is public education about the science of archaeology and Indiana's diversity of past cultures and heritage. Events and activities are held all over the state and provide the public with excellent opportunities to learn about the role of archaeology in Indiana's history, the importance of recording our past, the laws protecting archaeological sites, how to record information about archaeological sites, and how to identify and interpret different artifact types. Each year, free information packets, publications, and commemorative posters are available to the public. T-shirts commemorating Archaeology Month are also available, usually for a

nominal charge. In addition, there is an Indiana Archaeology Month webpage on the DHPA's website at: www.in.gov/dnr/historic. The web page features information about free publications, teacher and student resources, the month's activities, and much more.

Publications

Prominent among the publications produced by the Archaeology Section is *Indiana Archaeology*, a professional journal that publishes the findings of archaeological projects in Indiana and the results of investigations into related topics. Articles are contributed by the DHPA staff and other professionals in archaeology and related fields from Indiana and the Midwest. Members of the public who are knowledgeable about related topics are also encouraged to submit articles. Other publications produced by the Archaeology Staff include *Early Peoples of Indiana*, a 60-page booklet on Indiana's past cultures, material culture, and the nature of archaeological investigations in Indiana, and two joint publications with the Indiana Historical Bureau titled *Archaeology in Indiana-the Early Years*, and *Archaeology in Indiana-the Science Today*.



The DHPA Archaeology Staff prepares and distributes a variety of public education materials.

Training Sessions

Basic archaeological training is offered to the general public as well as professionals in a variety of fields in order to strengthen protection efforts for below-ground cultural resources. Such training enables managers and stewards of public properties to protect archaeological sites on their land. Conservation Officers from the DNR's Division of Law Enforcement receive regular training in artifact identification and recognition of human remains in order to enforce the laws protecting archaeological resources and human burial sites. The Archaeology Staff also provides technical assistance to private landowners for the protection of sites on their properties. This includes artifact identification and recording and documenting private artifact collections.



The DHPA Archaeology Staff conducts public education and outreach programs at venues around the state during Archaeology Month.

Stewardship Program and Certification

Stewardship courses are usually offered in conjunction with Archaeology Month in order to educate the public about archaeological methods and Indiana's past cultures. The purpose of this program is to promote site protection, preservation, documentation, and interpretation, and to encourage participation in archaeology. Individuals that complete an adequate number of classes and training opportunities are eligible for a certificate of completion of archaeological course work. Qualified individuals with substantial archaeological knowledge, experience, and course work may be appointed as stewards of archaeological resources in various regions of the state.

Public Presentations

The Archaeology Staff gives talks and presentations on a wide number of archaeological, historical, and preservation topics. Target audiences include a variety of public groups and the professional preservation and archaeology community. The Staff also organizes archaeological sessions for the annual Cornelius O'Brien

Conference on Historic Preservation and other midwestern archaeological conferences. The Archaeology Staff remains up-to-date in the field by attending professional conferences and symposia, participating in current research into Indiana's past, and carrying out the preservation of sites and data.

OTHER RESPONSIBILITIES

The Archaeology Staff regularly assists professional archaeologists and historians, avocational archaeology groups, and the general public with research, site recording and protection efforts, and artifact identification. The Staff also works with historical societies, museums, and state properties to record, document, and identify archaeological artifact collections. In addition to these efforts, the Archaeology Section also performs the following responsibilities.

Native American Council

The State Archaeologist serves as Secretary to the Native American Council,

which advises state government on issues and concerns of Native Americans relevant to state law. For more information, please refer to Advisory Boards and Councils (p. 32).

Database Management

The Archaeology Section maintains the state's computerized archaeological site database, which contains information on more than 47,000 archaeological sites recorded in Indiana. For more information, please refer to Cultural Resource Databases (p. 34).

Archaeological Records

The DHPA is the central repository for archaeological records in Indiana. The Section is responsible for issuing state site numbers for archaeological sites and maintains an extensive inventory of hard copy site forms. Other items held by the Division include: cultural resource management reports, grant-funded project reports, references, books, maps, a comparative collection for artifact and chert identification, and other important archaeological records and documents.



Kirk Corner Notch Points from Southern Indiana. These projectile points all date from 8,000 to 6,700 B.C.



Mock archaeological dig at the Forks of the Wabash Historic Park in Huntington. The purpose of the workshop was to teach youth the scientific procedures of archaeology. This public education project was accomplished using HPF grant assistance.

Section Staff regularly assist qualified individuals in records checks and research projects. Qualified researchers must make an appointment to visit the office where research carrels are available for use. The Section also distributes the official state archaeological site forms. Completed site forms may also be submitted electronically for inclusion in the database. The Division encourages the public to record and report archaeological site information because sites can be protected once they are identified. Anyone wishing to record an archaeological site location or other information should contact the DHPA.



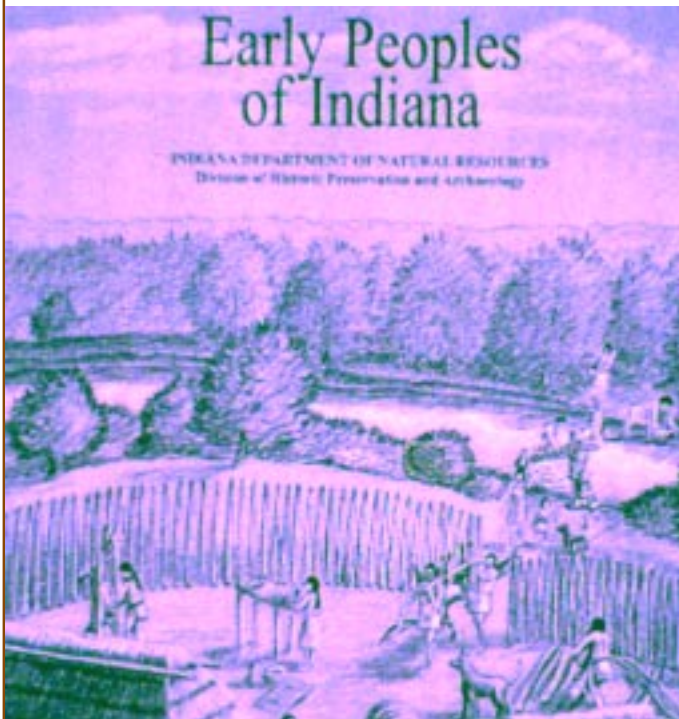
Information about archaeological sites is recorded on official site forms and USGS topographic maps that are housed at the DHPA.

Fieldwork and Research

As time permits, the DHPA archaeologists conduct research on a number of topics and/or specific sites, ranging from the early prehistoric to the historic period. This research helps fill in identified gaps in our knowledge about Indiana's archaeological heritage and helps preserve information from endangered and/or damaged archaeological sites.



Archaeology Month posters and T-shirts help promote awareness of Indiana's rich cultural heritage that extends back more than 10,000 years.

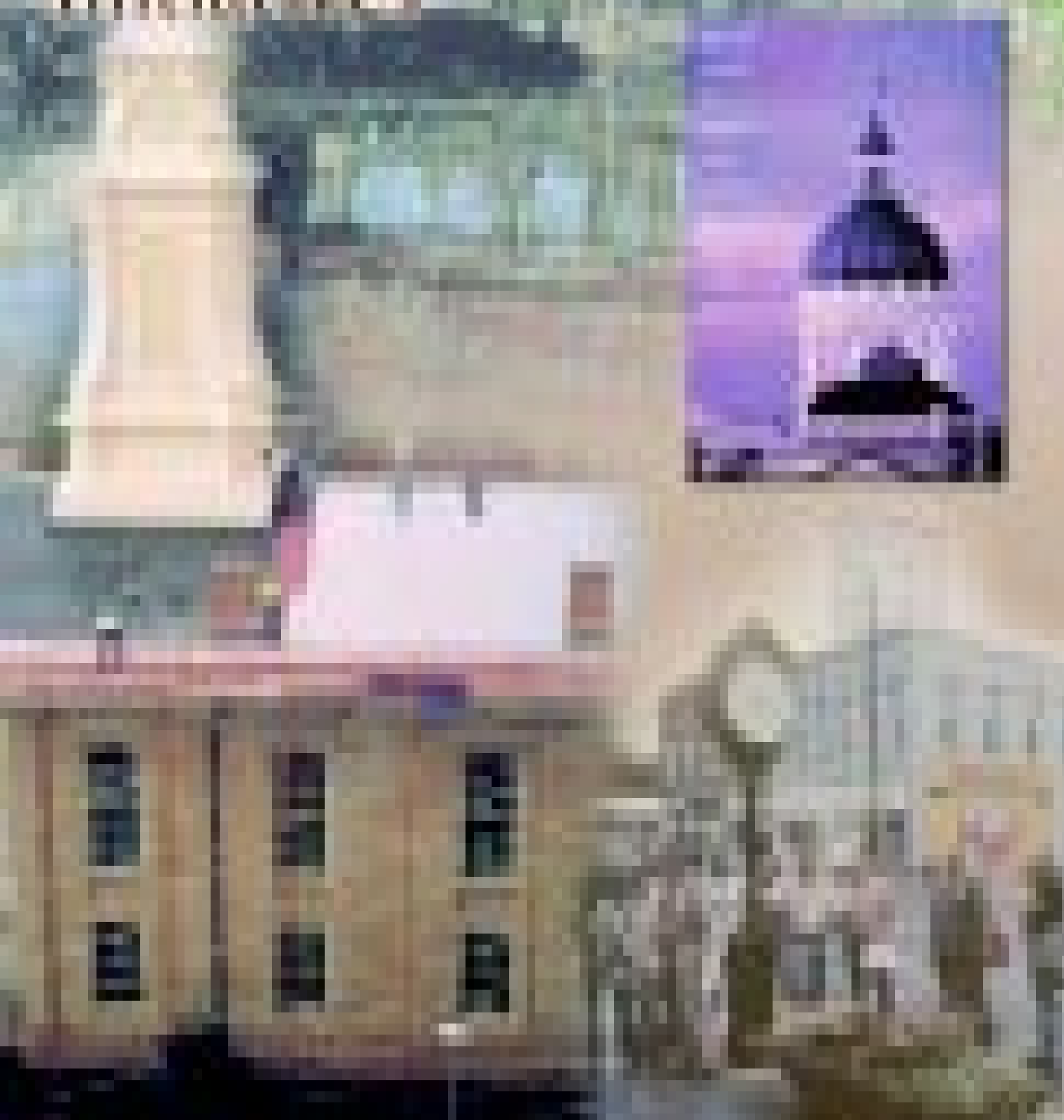


The DHPA Archaeology Staff produced *Early Peoples of Indiana* to educate the public about precontact cultures in Indiana, including Paleoindians and Archaic, Woodland, and Mississippian peoples, who lived and thrived in the region before European settlement. The publication also contains information about the science of archaeology, archaeological practices, Indiana laws, and other reference material.

"The DHPA's Archaeology Section is at the center of Indiana archaeology. They have the enormous responsibility of protecting Indiana's irreplaceable archaeological resources as both the permitting agency and clearing house for archaeological work in the state. This "center" can be a bull's eye or the eye of a storm, and the staff must constantly live with the dictum of only pleasing some of the people some of the time, but the Archaeology Section maintains a professional approach in spite of the pressures and issues that confront them."

Don Cochran, Director
Archaeological Resources Management Service,
Ball State University

Part 2: Services and Initiatives



The DHPA regularly participates in cooperative ventures by partnering with other state and local agencies and organizations for the common purpose of preservation. For example, the Archaeology Section has worked with the Indiana Historical Bureau to produce several issues of *The Indiana Historian* devoted exclusively to the state's archaeological heritage. In addition, the Archaeology Section partners with museums, historical societies, universities, and avocational archaeology groups to organize and promote events and public education programs for Archaeology Month.

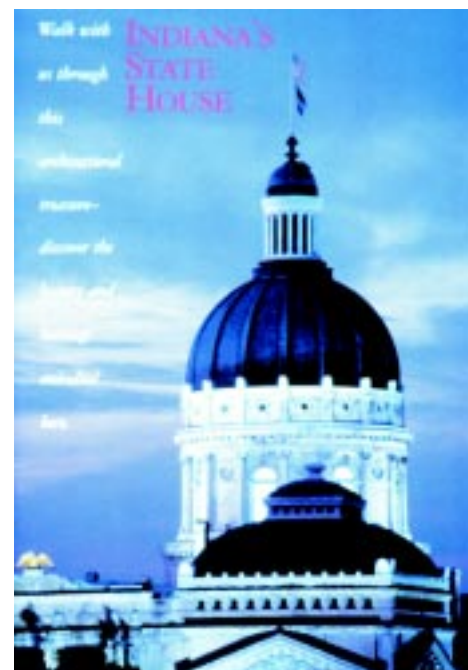
The Grants Section uses its funding programs to partner with municipal government agencies, educational institutions, and not-for-profit organizations. Depending on the funding available each year, the Grants Section administers an average of sixty to eighty grant projects at any given time.

"Recognizing that true community preservation includes not only masterpieces of residential and commercial design but also such community landmarks as parks and open spaces, designed gardens, and recreational sites, ARCH is working to preserve the historic Fort Wayne Park System. In 2002, ARCH partnered with the DHPA and Friends of the Parks of Allen County to hold a national conference. 'Celebrating America's Historic Parks: Connecting the Past to the Present' attracted over 100 park staff, historians, landscape architects, and preservation professionals to a day-long symposium highlighting the work of pioneer landscape architects George Kessler and Arthur Shurcliff in Fort Wayne."

Angie Quinn, Executive Director
ARCH, Inc.

Each of these projects represents an important partnership for the preservation of cultural resources in Indiana. In addition, the Grants Staff uses part of its annual federal funding for special projects known as cooperative agreements. Similar to grants, cooperative agreements usually pay for half of the cost of a special, preservation-related project that the DHPA and another party agree is mutually beneficial. This arrangement helps to foster important preservation activities that might not otherwise be eligible to receive grant assistance.

The DHPA has maintained a long-standing cooperative agreement with Indiana University for the organization and hosting of the annual Cornelius O'Brien Conference on Historic Preservation. However, most cooperative agreements are for smaller projects that promote awareness of cultural resources on a local or regional basis or that address specific preservation issues. To date, the DHPA's cooperative agreements have helped local organizations produce promotional materials such as posters for the Indiana National Road and the Ohio River Scenic Route, and a brochure about the Wabash River



Through a cooperative agreement, the DHPA partnered with the Friends of Indiana State Archives to produce a guidebook about the Statehouse.

Heritage Corridor. The DHPA has partnered with Historic Landmarks Foundation of Indiana for projects including architectural safari brochures, public education materials, an historic bridge symposium, and hiring an architectural intern to complete a study of Indiana barn types.



The DHPA and Indiana University co-sponsor the annual Cornelius O'Brien Conference through a cooperative agreement. Held in a different location each year, this two-day event features educational sessions and preservation highlights of the host community.



A demonstration of hot riveting at the Historic Bridge Conference in 1998. This one-day event was a cooperative venture between the DHPA and Historic Landmarks Foundation of Indiana in an effort to educate decision-makers that influence the fates of Indiana's rapidly vanishing metal truss bridges.



The Ohio River Heritage Corridor was granted status as a National Scenic Byway.

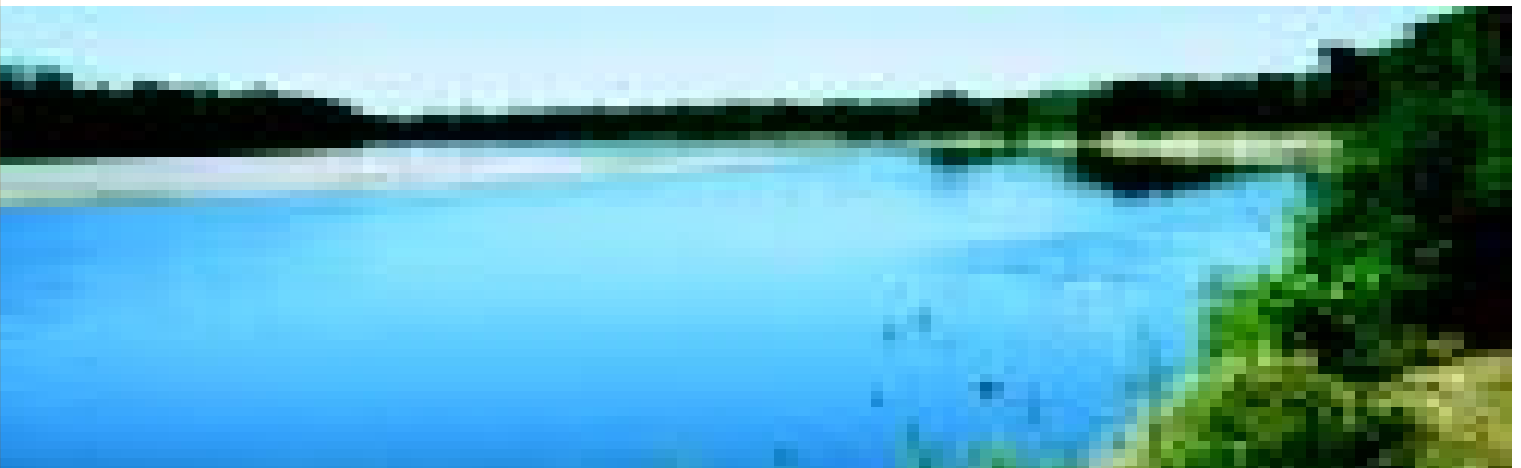
The concept of heritage areas is relatively new and is still being developed in many states. Heritage areas, river corridors, and scenic tour routes harness a wide variety of community assets to promote community and economic development as a total package. These local assets include historic buildings and structures, museums, the performing arts, archaeological sites, natural and cultural landscapes, and regional crafts, traditions, and folklife.

Indiana currently has three designated heritage corridors: the Wabash River Heritage Corridor; the National Road (U.S. 40) Corridor, which is also a designated All-American Road; and the Ohio River Scenic Route, which is also a designated National Scenic Byway. In addition to these officially designated corridors, local efforts exist to promote the Maumee Valley Heritage Corridor and the route of John Hunt Morgan's 1863 raid through southeastern Indiana.

The establishment of heritage areas allows the Division to create many new preservation partnerships. The National Center for Heritage Development, the National Park Service, and the Indiana Department of Commerce are major partners in the development of heritage areas. Regional and local level partners include the Indiana National Road Association, Historic Southern Indiana, the Ohio River Scenic Route, and the John Hunt Morgan Heritage Trail. By legislation, the Director of the DHPA is a member of the Wabash River Heritage Corridor Commission. Through cooperative agreements, the DHPA has awarded federal funds to a number of these organizations in order to produce promotional materials for these heritage areas in Indiana.



The Indiana leg of the National Road Heritage Corridor runs along U.S. 40 from Richmond to Terre Haute.



Including several historic portages, the Wabash River Heritage Corridor passes through nineteen counties on its way from Fort Wayne to the Ohio River.

The DHPA emphasizes public education initiatives in its annual work plan. The success of these programs is evident from the increased public demand for publications, programs and services, and greater participation in events organized or sponsored by the Division. The DHPA's current public education initiatives include the following events and activities: Indiana Archaeology Month, National Historic Preservation Week, the Cornelius O'Brien Conference on Historic Preservation, and the Grassroots Preservation Roundup. In addition, the DHPA produces a variety of regular publications intended to promote awareness and appreciation of Indiana's cultural resources.

Indiana Archaeology Month

Since 1996, the DHPA Archaeology Staff has coordinated the annual celebration of Indiana Archaeology Week. Professional and amateur archaeologists, historians, museum staff, universities, other DNR agencies, and the DHPA worked together to organize and hold events around the state. The week provided opportunities for the public to learn about archaeology by participating in tours of archaeological laboratories and excavations, attending public lectures, viewing exhibits on archaeology, and learning about artifact identification and site recording. Given strong public and professional interest, Archaeology Week was expanded to Archaeology Month in 2002. The month-long format accommodates an even greater variety of activities and opportunities for public participation.

The Archaeology Staff produces a number of archaeological education materials, including pamphlets, book-marks, artifact identification sheets, and other handouts. These materials are made available to school districts throughout the state as well as the general public. An annual Archaeology

Month commemorative poster is available to the public free of charge, and Archaeology Month T-shirts are usually available at a nominal cost. Information about free publications, educational packets, posters, T-shirts, and the month's activities can be accessed from the Indiana Archaeology Month webpage on DHPA's website at: www.in.gov/dnr/historic.

The DHPA also offers certification and stewardship training programs in archaeology for the public. Each year, programs and presentations are offered on a variety of topics, such as projectile points, prehistoric ceramics, historic archaeological artifacts, archaeology laws, identification of human remains, and archaeological methods and techniques.

National Historic Preservation Week

The DHPA regularly partners with Historic Landmarks Foundation of Indiana for Preservation Week activities. Through cooperative agreements, the DHPA has provided financial assistance for the design, printing, and distribution of a landmark safari brochure, and for awards to recognize sympathetic rehabilitation, adaptive reuse, and continued use projects in Indianapolis. The safari brochure was intended to raise awareness of historic resources and promote cultural tourism through participation in a fun contest. Initially created for the Indianapolis area, the landmark safari has also covered the entire state.

Cornelius O'Brien Conference on Historic Preservation

The DHPA partners with Indiana University to host the annual Cornelius O'Brien Conference on Historic Preservation. This statewide conference is the official forum for preservation issues in Indiana. Through a cooperative agreement, the DHPA provides financial assistance for the cost of holding the conference. The staff of both organizations plan and organize this two-day event that is held in a different part of the state each fall. Relevant session topics are chosen based on the changing preservation climate, the needs of the state, and the historical background of the host community. Speakers regularly include preservationists from around the state, as well as national figures. The conference features plenary and concurrent sessions, a keynote speaker, and tours of preservation highlights in the host community. Some sessions are free and open to the public while others require a registration fee. Each year, about 125 people attend the conference, including professional preservationists and archaeologists, state and local officials, local and regional planners, preservation faculty and students, and the general public. For more information about the conference date, location, and program, contact the DHPA in late summer or early fall.



A poster produced by the DHPA used to promote "Archaeology Month" in Indiana.

Grassroots Preservation Roundup

Begun in 1995, the Grassroots Preservation Roundup "Idea Exchange" was intended to reach out to local preservationists who might not otherwise attend the Cornelius O'Brien Conference. This informal one-day event is also held each fall in a different part of the state. DHPA Staff present information on various Division programs that can benefit local preservation efforts. Roundup participants share stories of their local preservation projects, challenges, and successes, and have the opportunity to meet and network over lunch. The afternoon features a tour of preservation highlights of the host community and a dessert reception. This event usually attracts about 50 people, including local preservationists and officials, business owners, local historians, and others. This event is free and open to the public. For more information about the date and location of the Roundup, contact the DHPA in late summer or early fall.

Publications



Some of the public education materials produced and distributed by the DHPA.

The DHPA produces a number of educational publications intended to target a variety of preservation and archaeology audiences. In addition to the periodic publications listed below, the Division publishes a number of brochures, posters, and information



Grassroots Preservation Roundup participants get a tour of downtown preservation highlights in Farmland, the host community in 2000.

sheets. Publications of other organizations and agencies are available and distributed to the public, such as the *Preservation Brief* series of the National Park Service. Contact the DHPA to receive any of these publications or to be added to the Division's mailing list.

Indiana's Cultural Resources Management Plan is the framework that the DHPA uses to guide its program planning efforts. This publication contains information on the cultural resources found in Indiana and sets forth goals, objectives, and strategies for preserving these resources in cooperation with preservation partners at the national, state, and local levels.

Preserving Indiana is the Division's semi-annual newsletter that covers important preservation and archaeology issues and activities, new initiatives and programs, upcoming events and announcements, recent grant awards, and National Register listing updates.

Historic Indiana is published every second or third year and contains an

"Bedford Revitalization, Inc. was pleased to co-host the Grassroots Preservation Roundup in 2002. It's a fun and casual event that gives local preservationists a chance to meet and exchange ideas. It also gave our community the opportunity to celebrate our accomplishments and identify new goals, as well as highlight the area's wonderful limestone heritage. Tours of downtown preservation projects and historic Greenhill Cemetery, with its hand-carved limestone monuments, were highlights of the day."

*Jennifer Anderson,
Downtown Coordinator
Bedford Revitalization, Inc.*

updated county-by-county list of all the National Register-listed properties in the state. This publication also contains descriptions of DHPA programs and educational information on archaeology, architectural styles, and building features.

Indiana Archaeology is a periodic scholarly journal devoted to topics on Indiana and Midwestern archaeology, and discussions of archaeological methodology, theory, analysis, and interpretation. The journal is distributed to educational institutions, libraries, and amateur and professional archaeologists throughout Indiana and the Midwest.

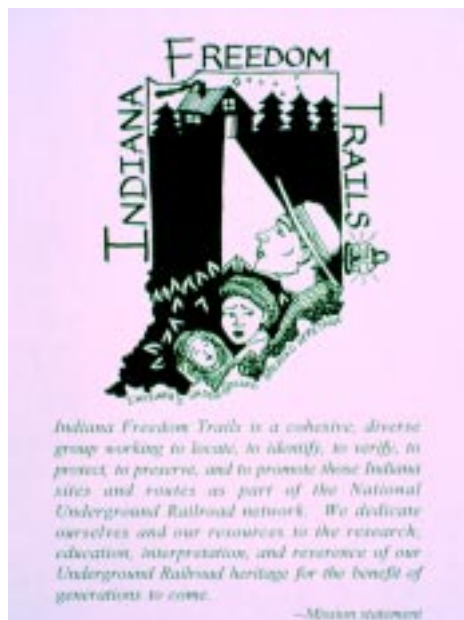
Early Peoples of Indiana is a booklet that provides an overview of the prehistoric cultures that inhabited Indiana and describes the artifacts and sites they left behind. It also provides information on responsible artifact collecting and the laws that protect archaeological sites and human burials.

The DHPA administers a research and public outreach program with the goal of locating Underground Railroad (UGRR) related sites, individuals, or events in the state in order to protect and preserve Indiana's important UGRR history. The DHPA also works with the National Park Service (NPS) to support their National Network to Freedom Program.

In 1998, Congress passed the National Underground Railroad Network to Freedom Act that recognized the importance of the UGRR as a significant expression of American anti-slavery and civil rights movements. The Act acknowledged that the UGRR bridged the divides of race, religion, sectional differences, and nationality; spanned state lines and international borders; and joined the American ideals of liberty and freedom expressed in the Declaration of Independence and the Constitution to the extraordinary actions of ordinary men and women working in common purpose to free a people. Congress authorized the creation of a National Underground Railroad Network to Freedom Program within the NPS to research, interpret, and preserve UGRR related sites and resources. As part of the national network program, the NPS was also authorized to coordinate and facilitate cooperative agreements with other federal agencies, and state, local, and regional governments to educate, interpret, and preserve UGRR history. As Indiana's designated State Historic Preservation Office and a partner with the National Park Service, the DHPA and the State of Indiana hosted a multi-state regional meeting to discuss how to implement and promote UGRR programs.

The DHPA helped facilitate the establishment of Indiana Freedom Trails (IFT), and remains a partner of this community-based, statewide organization dedicated to Indiana's UGRR history. The DHPA works with IFT volunteers

across the state to complete the archival research necessary to locate the sites, structures, and individuals involved in the UGRR. The IFT group meets quarterly as a forum for researchers to network with each other, share new information, and solve research challenges.



With assistance from the DHPA, the Indiana Freedom Trails organization held a statewide competition for the design of its logo in 1999.

In 2000, Indiana participated in a cooperative agreement with the National Park Service. With discretionary federal funding, the DHPA offered seven research assistantships for projects around the state that identified and researched UGRR connections in twenty-seven of Indiana's ninety-two counties. This was a one-time pilot program designed to assist researchers and contribute information on Underground Railroad history. These grants produced seven reports on the diverse history of the UGRR in Indiana. These reports are available from the DHPA for a nominal fee, or can be accessed in the Division office by appointment.

PUBLIC EDUCATION AND OUTREACH

The UGRR Initiative includes a number of educational, training, and outreach programs for the public and professionals, such as the annual Underground Railroad Summit, publications, lectures and presentations, and National Register of Historic Places and National Network to Freedom application support. The initiative also advises and assists in the activities and research of local historical groups, private individuals, and organizations.

Underground Railroad Summit

The Underground Railroad Summit was first introduced in 2001 as an opportunity for researchers to share their information with others interested in Indiana's involvement in the UGRR. Each year the summit focuses on different aspects of research and highlights different communities involved in the UGRR.

Publications

The DHPA's UGRR initiative currently has seven research reports on the UGRR in Indiana available to the general public for a nominal charge. The National Park Service also has publications and information available on the Underground Railroad among other materials relating to African American history. For more information, check the NPS website at: www.cr.nps.gov/aahistory.



The National Park Service has a number of publications available about the Underground Railroad.

Research Facilitation and Public Presentations

The DHPA works with institutions that house UGRR collections and directs researchers to these repositories and collections that can facilitate their study. The DHPA has begun an inventory of the research available to the general public, including a bibliography of relevant books, websites, and videos. DHPA staff also gives lectures and presentations on the UGRR to a variety of public and private groups in order to raise awareness of this facet of Indiana and American history.

Database Management

The DHPA staff also maintains a computerized database of sites and people associated with the UGRR as identified by the IFT committee, historians, and the general public. The staff also maintains a bibliography of primary and secondary resources including books, newspapers, and websites about the UGRR.



First Lady Judy O'Bannon helped unveil the state's first historic marker for an Underground Railroad site in 2002 at the Levi Coffin House in Fountain City, Wayne County. The marker features the Indiana Freedom Trails logo.



The Lyman Hoyt house in Madison, Jefferson County has strong archival evidence of use in the Underground Railroad. The home's original owner worked as a "station master" and "conductor" in southeastern Indiana.

"The DHPA is a critical partner for the National Park Service in implementing the National Underground Railroad Network to Freedom Act. Its support of the Indiana Freedom Trails organization, unmatched by other State Historic Preservation Offices, indicates its strong commitment to recognizing this important aspect of our history and preserving sites relevant to all segments of the American people."

*Diane Miller, National Coordinator
National Underground Railroad
Network to Freedom
National Park Service*

The Certified Local Government (CLG) Program helps Indiana cities and towns create, promote, and maintain preservation efforts in coordination with their development plans. Indiana currently has more than a dozen CLGs:

Bloomington, Crown Point, Elkhart, Evansville, Fort Wayne, Huntington, LaPorte, Logansport, Mishawaka, Muncie, Nappanee, South Bend, Monroe County (excluding the incorporated city of Bloomington), and St. Joseph County (excluding the incorporated cities of South Bend and Mishawaka).

The designation “Certified Local Government” is intended to denote that a municipality meets certain state and federal qualifications and is therefore “certified” to carry out specific regulatory and administrative preservation activities at the local level. To become certified, a city or town must maintain an active and qualified historic preservation commission and commission staff, enforce state and local legislation for the designation and protection of local properties, maintain an up-to-date inventory of historic properties within its jurisdiction, participate in the nomination of local properties to the National Register, and provide for public participation in its meetings and activities.

The state benefits from this program because CLGs undertake at the local level certain preservation duties and activities that would otherwise be conducted by the Division, thereby reducing the DHPA’s workload. For example, these communities can carry out the substantive review of National Register nominations and may conduct Section 106 Reviews for projects within their jurisdiction.

CLG communities benefit from participation in this program by retaining a degree of local autonomy over National Register and Section 106 issues, receiving technical assistance and training from the Division, and receiving a competitive advantage in applying for federal grants from the Division. Federal guidelines require that at least 10% of each state’s

annual Historic Preservation Fund (HPF) allocation be disbursed to CLG communities. In an average year, the DHPA distributes about 20% of its annual HPF award to CLG communities. The DHPA is currently working to expand the CLG program, particularly in the central and southern portions of the state.



The Second St. Joseph County Courthouse was built in 1855 and is one of the oldest extant buildings in South Bend. An Historic Preservation Fund grant of \$46,000 helped pay for the installation of a new standing seam metal roof and gutter system. The St. Joseph County Commissioners, who are responsible for this county-owned building, received a competitive advantage in the grant evaluation process because St. Joseph County is a Certified Local Government.

Location information and survey data on each cemetery and burial ground in the state is being gathered and entered into the DHPA's Cemetery and Burial Ground Registry. The Division has the mandate of recording all cemeteries and burial grounds in Indiana, not just "historic" cemeteries. To manage the vast amount of information being collected, the DHPA has created a searchable database.

DHPA Staff is working with volunteers from local historical societies, genealogy associations, and other interested groups to create preliminary lists of cemeteries within each county, locate and visit cemeteries, and complete a survey form for each site. Researchers can use deeds, newspapers, and mortuary records to locate cemeteries that are no longer marked or visible. Archaeological research and evidence can also be used to find sites. As each county list is compiled, cemeteries are visited and documented using special inventory forms. The survey form records the cemetery's location, the number of grave markers, a general assessment of the cemetery's condition, ethnic and/or religious affiliations, special groups represented such as veterans, and architectural features such as wrought iron fences, statuary, mausoleums, and formal landscape designs. Because there are about 100,000 cemeteries and burial grounds in Indiana, it is not possible at this time to document each grave marker, inscription, and name.

Once a cemetery's information is gathered, volunteers and staff map the site and enter the information into the database. Future goals for the project include making the database accessible on the Internet. The data will be linked with a geographic information system (GIS) to generate maps showing the location of cemeteries.

This project also assists with the enforcement of state legislation intended to protect cemeteries from development pressures. State law (IC 14-21-1-26.5) requires that any person planning to disturb the ground within 100 feet of a burial ground or cemetery for the purpose of erecting, altering, or repairing a structure must submit a development plan to the DHPA. This law does not prohibit construction near a cemetery (once the development plan is approved by the DHPA), nor does it prohibit moving cemeteries if the proper permits are acquired. This law only requires that developers' plans take into account cemetery locations. The database will be a tool that developers and builders can use to determine if their planned activities will affect a cemetery or burial site.

The Cemetery and Burial Ground Registry Staff conducts a number of public education and outreach programs. Publications, workshops, and presentations are intended to increase the public's understanding of cemeteries and prehistoric burial grounds and the need to preserve these sacred places. This project will ensure that the cemeteries in use today do not become the lost and forgotten cemeteries of tomorrow. The DHPA encourages and welcomes public involvement in this program to help preserve these important pieces of our cultural heritage.



Cemeteries like this Quaker cemetery in West Newton, Marion County will be surveyed to determine the number of burials, the age of the site, and signs of decay.



The cemetery registry will track information about the religious affiliation of cemeteries, like this Jewish cemetery located in Indianapolis.



A cemetery preservation workshop, co-sponsored by the DHPA and the Indiana Historical Society in 2002, taught participants about cemetery laws, documentation and recording methods, and basic stone repair techniques.

The DHPA staff provides administrative and logistical support for the activities of the Historic Preservation Review Board, the Native American Council, and the Heritage and Culture Council. All three of these entities have responsibility for issues concerning the state's historic and cultural resources.

Historic Preservation Review Board

The Indiana Historic Preservation Review Board is a ten-member committee that makes decisions on a number of preservation-related issues. The Governor appoints the Board members to staggered three-year terms. Five of the members must meet professional qualifications in the fields of architecture, architectural history, historic and prehistoric archaeology, and history. Citizen members occupy three seats on the Board. The Director of the Department of Natural Resources chairs the Board as the State Historic Preservation Officer. The Director of the Division of Historic Preservation and Archaeology is the Deputy State Historic Preservation



When the Historic Preservation Review Board was held in French Lick, Board Members and DHPA Staff had the chance to see the progress on the rehabilitation of the West Baden Springs Hotel.

Officer and has a seat on the Board, but is a non-voting member.

The Review Board meets quarterly in January, April, July, and October and provides public oversight to the programmatic and regulatory activities of the Division. This body approves all National Register nominations before they are sent to the National Park Service for review and listing, and also approves funding recommendations for federal and certain state matching grant programs. The Board also considers applications for certificates of approval for state-funded projects that will alter, demolish, or remove historic properties.

The Review Board normally meets in Indianapolis since many of the members must travel from around the state to attend. However, about one time per year, a meeting is scheduled outside of Indianapolis so that the Board may visit another community. In cooperation with the host community, the DHPA arranges tours of important local landmarks and preservation highlights, meetings with local officials, and an appropriate venue for the Board meeting where the public can attend.

Native American Council

Established by Governor Bayh in 1992 and reauthorized by Governor O'Bannon in 1997, the Native American Council advises the Director of the Department of Natural Resources on issues that affect Native Americans in Indiana and situations that involve state agencies and Native Americans. The Council provides recommendations relating to permit

"The Native American Council of Indiana provides a unique and important opportunity for people from our states' indigenous tribes, as well as individuals from other American tribes who reside in Indiana, to participate in decisions that impact our communities. Native Americans have made significant contributions to Indiana's rich heritage and we are proud to work with the State in a spirit of mutual concern about issues such as cultural resources. The Council provides a refreshing forum for sharing ideas, and it is gratifying to have support for the interests of the thousands of American Indians living in Indiana."

*Paul Strack, Chairman
Native American Council*

applications or activities that affect archaeological sites, including sites that contain buried human remains. Council meetings provide a public forum for the presentation and discussion of Native American beliefs, values, ideas, and concerns as they relate to state government policies and procedures. The Council is composed of ten voting members and two ex-officio, non-voting members. The ten voting members include five Native American members, three professional members, and two citizen members. The ex-officio members are the Director of the Department of Natural Resources, or his designate, and the State Archaeologist. Currently, the Council meets six times a year, usually in Indianapolis.

Topics discussed during Council meetings include: Native American religious practices in state correctional facilities; disturbances to, or discoveries of, human remains; reburial of human remains; public education about Native Americans in Indiana; stereotypes of Native Americans, including mascot names; exhibits relating to Native Americans; Council procedures; Native American Indian Month in Indiana; and verification of Native American background or ancestry.

"Years ago, Indiana's trial courts consisted of a circuit judge, trained in law, and two associate judges, citizens of the county. The former provided the expertise; the associates provided 'horse sense.' And so it is with the Historic Preservation Review Board. Members have an interest in preservation, both professionally, representing architecture, archaeology and history, and as citizen members. The Board relies on the expertise of the Division of Historic Preservation and Archaeology for input but weighs that with comments from Hoosier citizens who may both support and oppose nominations. Our objective is to balance the needs of all Hoosiers when considering nominations and actions with common sense."

*John Newman, Vice Chairman
Historic Preservation Review Board*

Heritage and Culture Council

Established by Governor O'Bannon in 2001, the Heritage and Culture Council meets six times per year to advise the Governor on matters pertaining to state services that are related to preservation, history, art, and cultural heritage. The Council is composed of up to 30 members and is chaired by a member of the Governor's staff. State agencies represented on the Council include: the Arts Commission, the Commission on Public Records, the Department of Administration, the Department of Commerce (through the Main Street Program and Tourism and Film Development Division), the Department of Natural Resources (through the DHPA and the Indiana State Museum), the Historical Bureau, the State Library, the 2016 Task Force, the War Memorials Commission, and the Office of the Lieutenant Governor. Outside agencies represented on the Council include: the Indiana Historical Society, the Indiana Humanities Council, and Historic Landmarks Foundation of Indiana. Other members of the Council include: two members of the Indiana Senate, two members of the Indiana House of Representatives, one member each from the African-American, Asian, Hispanic, and Native American cultural communities, and additional members as deemed necessary by the Council and the Governor.

The Council is charged with inventorying heritage and cultural services and resources available through state agencies, including resources for preservation, conservation, education, technology, and funding. Based on the inventory of state resources, the Council makes recommendations to the Governor regarding more effective and efficient use of services and resources, opportunities for enhancement of interagency communication and collaboration, and possible reorganization of services and resources.

The Council is also charged with conducting a similar inventory of services and resources available through local agencies and private organizations. In addition, the Council works with the 2016 Task Force to help prepare for the commemoration of Indiana's bicentennial, and continues to assess the cultural values and needs of the state, making recommendations to the Governor as appropriate.



The Historic Preservation Review Board considers whether to grant a Certificate of Approval for a developer's plans to alter an historic state-owned property.

"The Indiana Heritage and Culture Council has created a unique opportunity to appreciate the state's variety of historical and cultural offerings. It provides a forum to sustain ongoing communication among the significant players in Indiana's cultural scene. My participation in the Council affords me the opportunity to show the cultural contributions of immigrants of Latino heritage. Undoubtedly, Latino culture is becoming an important and permanent component of Indiana's history and heritage, and it must be recognized and appreciated."

*Carmen E. DeRusha, Extension Educator
Leadership and Community Development
Purdue University*



Archaeological information is being recorded on standard USGS 7.5 minute topographic maps. This information is an integral part of the archaeological database.

The DHPA maintains several databases of information on Indiana's cultural resources. These electronic records are continually updated to include new data on buildings, structures, and archaeological sites that are identified through surveys, cultural resource management projects, research, and accidental discoveries. The searchable electronic format expedites the identification of cultural resources during the environmental review process and allows staff to conduct statistical research on particular resource types.

Archaeological Site Database

The DHPA currently has data on the more than 47,000 identified prehistoric and historic archaeological sites in Indiana. Data from inventory site forms has been entered into a computerized archaeological site database and new information is added as it becomes available. Established using federal grant funds from the Intermodal Surface Transportation Efficiency Act (ISTEA) Program, this database allows the DHPA Staff to conduct environmental reviews more quickly and efficiently. It also enables staff to take an enhanced programmatic approach to cultural resource identification for those sites having potential eligibility for the National Register of Historic Places.

The database contains information on a variety of cultural resources, including: prehistoric Native American habitation sites - some more than 10,000 years old, extensive mound and earthwork complexes created over centuries, village sites that were once home to hundreds or even thousands of people, burial grounds, battlefields, shipwreck sites, and the site locations of demolished historic buildings. All of these archaeological sites contain important and useful information about our rich cultural heritage in Indiana.

This project has resulted in a comprehensive cultural resources database that is accessible to qualified professional archaeologists and historians. These individuals are able to enhance their research capabilities because the database can be manipulated for modeling and research purposes. The citizens of Indiana also benefit because a database of the state's archaeological heritage can augment public education efforts and the interpretation of prehistoric and historic archaeological sites.

Cemetery and Burial Ground Database

In 2000, the Indiana General Assembly passed a bill to amend the section of the Indiana Code that covers burial grounds

and cemeteries. This new law was intended to aid in the protection of these important cultural resources, given the public's increasing interest in genealogy and the preservation of the state's cemeteries and burial grounds.

The law authorizes the DHPA to identify, survey, and register all of the cemeteries and burial grounds in each county, maintain this data, and provide information to the public about these resources. The statute also requires that development plans be submitted to the Department of Natural Resources for approval prior to disturbing the ground "within one hundred (100) feet of a burial ground or cemetery for the purpose of erecting, altering, or repairing any structure."

The DHPA Cemetery Registry Coordinator manages the electronic database for cemeteries and burial grounds, as well as an archive of information relating to these resources. The DHPA Staff may, in some cases, conduct archival research and field visits to locate and record burial grounds and cemeteries. Assistance and information from the public is essential to the success of this project, and the Division welcomes information on Indiana cemeteries and burial grounds from genealogical societies, historical groups, and interested individuals. See also Cemetery and Burial Ground Registry (p. 31).

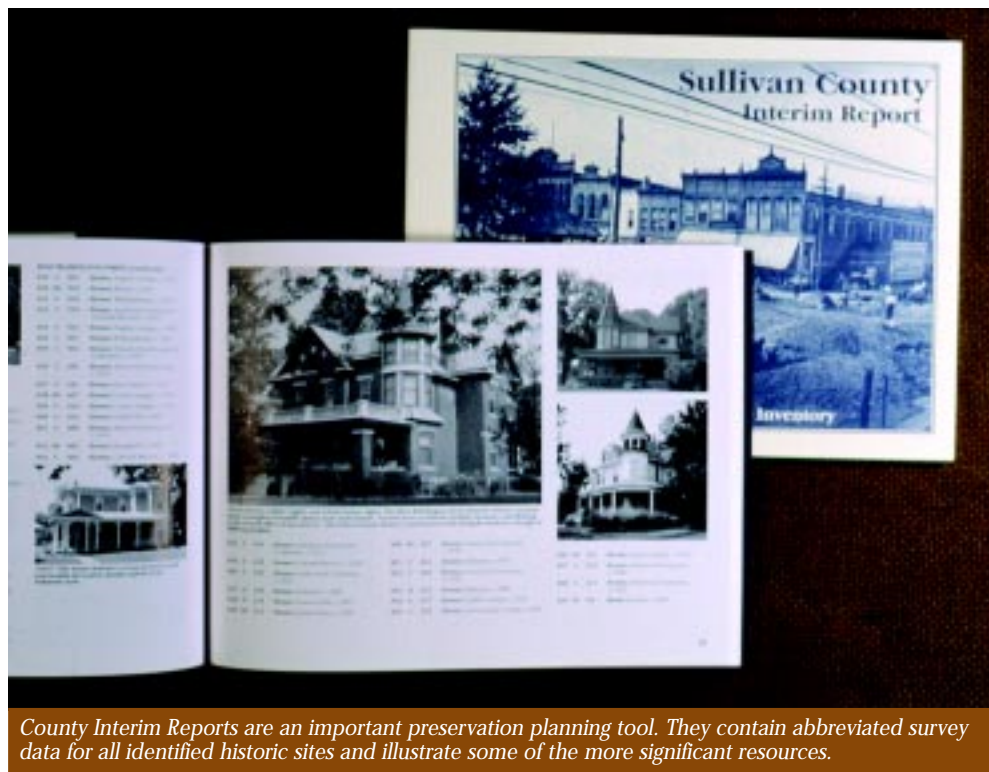


The Hill Church Cemetery in Dubois County. Many of the inscriptions on the headstones are in German.

Historic Sites and Structures Inventory and Database

The Indiana Historic Sites and Structures Inventory contains over 125,000 documentary survey records on above-ground resources located throughout Indiana. To date, surveys have been conducted in about 80% of Indiana's counties. Most of these surveys were completed with the assistance of federal grant funds by Historic Landmarks Foundation of Indiana, the DHPA's major partner in the survey program.

Survey records consist of a thorough physical description, a site sketch plan, and photographic documentation for each site surveyed. The historic resources documented in this inventory include: houses, commercial buildings, public buildings, bridges, cemeteries, farm structures, schools, industrial complexes, and many other types of buildings. Recently, sites and structures surveys also have included landscape elements, such as parks, designed residential landscapes, and man-made rural features. The inventory also includes special surveys that have been completed on specific resource types, such as round and polygonal barns, New Deal-era resources on State property, and State-owned historic buildings and structures. The inventory provides a record of the physical and



County Interim Reports are an important preservation planning tool. They contain abbreviated survey data for all identified historic sites and illustrate some of the more significant resources.

historical context necessary for making decisions about the significance of individual resources. This information is critical for determining State and National Register eligibility, as well as for completing state and federally mandated historic structure reviews. Summaries of survey results are compiled into publications - known as County Interim Reports - that are distributed to federal, state, and local governmental offices and other planning agencies.

Over the next several years, the DHPA plans to establish a comprehensive, searchable, electronic sites and structures inventory database as a counterpart to the archaeological site database. Having this new database will allow the DHPA Staff to be able to respond much more quickly to general inquiries about historic resources from highway engineers, historians, and the general public.

National Register Properties Database

The National Register database provides a comprehensive listing of every Indiana property for which a State or National

Register application was ever received. This database permits the staff to more easily track applications through the review process, and it contains sufficient information to permit greater analysis of registered properties than ever before. In the future, the Division plans to link a version of the National Register database to the DHPA's web site. Historical consultants and the general public will be able to log-on to generate cover forms for National Register nominations, to follow the progress of applications through the review and listing process, and to conduct on-line database searches.

Historic Bridge Database

Many states, including Indiana, have begun to keep track of their wooden, iron, concrete, and stone bridges. Since 1997, the DHPA has been developing a historic bridge database to provide an efficient and flexible way to store information about these historic structures. This database was established using federal grant funds from the Intermodal Surface Transportation Efficiency Act (ISTEA) Program, and began with a 1984-1987

"The data gathered through the survey program lays the essential foundation for all manner of preservation planning - at the local, state and national levels, within both the public and private sectors. Since its inception in the late 1970s, Indiana's survey program has reached a wide audience which includes governmental officials, planners, educators, and local preservation leaders. Through its aggressive practice of making the survey data accessible to all through published reports, Indiana's program is an extremely effective and unparalleled catalyst for historic preservation throughout the state."

*J. Reid Williamson, President
Historic Landmarks Foundation of Indiana*

survey of iron bridges conducted by Dr. James L. Cooper of DePauw University. That survey yielded records on more than 1,800 spans statewide. Later, similar surveys were conducted to identify concrete, stone, and wood bridges. Unfortunately, since 1990, 65% of the iron bridges originally surveyed have been demolished, and concrete and stone bridges are also endangered. The database provides a single, comprehensive list of remaining bridges in order to develop preservation plans for these important historic resources.

Information from four surveys, including a re-survey of iron trusses by Dr. Cooper, has been combined with statistics contained in National Register applications, county survey reports, county commissioner records, bridge inspection reports, and other sources. Digital photographs accompany each



The Roann Covered Bridge in Wabash County was built in 1877. It is one of about 90 remaining covered bridges in Indiana.

bridge record. The database can be used to identify threatened bridge types, to create charts and graphs for statistical information, and to track trends in preservation and demolition. The database can also be used to identify bridges that are eligible for listing in the State Register and/or the National Register, and can be referenced in nominations for individual and multiple-resources. Registered bridges may have a better chance to be rehabilitated and avoid demolition.

By consulting with local officials, disseminating information, promoting preservation on many levels, and sponsoring bridge-related education programs (such as the 1998 and 2001 Historic Bridge Symposiums in Indianapolis), Indiana has taken a leading role in the struggle to protect this rapidly vanishing historic resource. Through these cooperative efforts, the DHPA hopes to ensure that historic bridges remain intact for future generations to use, study, and enjoy.



This pony truss bridge in Carroll County, built in 1875, was moved, rehabilitated, and reused as part of a local trail system along a section of the Wabash and Erie Canal in Delphi. Hometown Indiana grant funds assisted with the rehabilitation.

Part 3: Appendices and Reference Materials



Indiana has several laws that protect archaeological sites, burial grounds, cemeteries, and human remains. Laws have the potential to change during any legislative session. For the most recent laws, please contact the Archaeology Section of the DHPA or visit Access Indiana on the web at: www.ai.org. Please note that the information given below is only a brief synopsis of each law. The reader is encouraged to refer to the statutes for the full text of each law and, if appropriate, to consult with an attorney regarding the proper legal application and interpretation.

Indiana Historic Preservation and Archaeology Law (IC 14-21-1)

This Indiana law, one of the strongest of its kind, protects archaeological sites and historic burial sites regardless of their location on state or private lands. All archaeological sites dating before Indiana's statehood (December 11, 1816) are protected under this act, as are buried human remains dating before 1940. Under this law, a person must have a permit and/or an excavation plan approved by the DHPA in order to dig for artifacts - even on private property. This law applies to private citizens as well as qualified professional archaeologists. This process allows for the controlled and systematic recovery of artifacts and information from archaeological sites.

Anyone who wishes to collect artifacts from the ground surface must have permission to be on the property and to collect artifacts. Anything found on the surface belongs to the property owner, so the collector must also secure permission from the landowner to keep the artifacts. This law also requires that if an archaeological or human burial site is accidentally discovered, such as in the course of a construction project, someone must report the discovery to the Department of Natural Resources within two working days.

Section 13.5 of this law authorizes the Department of Natural Resources to survey and register all Indiana cemeteries and burial grounds. The DHPA is currently creating and maintaining a computerized database and registry of such sites on a county-by-county basis.

Section 26.5 of this law provides protection to burial grounds and cemeteries when anyone wishes to "disturb the ground within one hundred (100) feet of a burial ground or cemetery for the purpose of erecting, altering, or repairing any structure without having a development plan approved by the department." A development plan "is not required if a person intends to erect, alter, or repair an existing structure for an incidental or existing use that would not impact the burial ground or cemetery." This section of law does not apply to certain utilities, corporations, and surface coal mining and reclamation operations.

Cemetery Preservation Law (IC 14-21-2)

This law protects grave markers, memorials, grave artifacts, grave ornamentation, cemetery enclosures, and commemorative items. This law forbids anyone from buying or selling any of these items that have been removed from a cemetery. In addition, the statute details the steps that must be followed to lawfully remove a grave memorial.

Transfer of Property Containing a Burial Ground or Cemetery (IC 14-21-3)

This law states that: "Before a person may record any interest in property on which a burial ground or cemetery is known to be located, the owner of the property must record the deed to the property in the recorder's office of the county where the property is located." The county auditor must send a copy of the deed to the Department of Natural Resources. This does not apply to some utilities, corporations, and certain "property that

has been subject to bonding or other financial assurances released by the appropriate government agency after compliance with applicable state laws."

Surface Coal Mining and Reclamation Law (IC 14-34, 312 IAC 25)

As required by law, the DHPA makes recommendations on the preservation of cultural and historic resources and the mitigation of potential impacts upon cultural resources within and adjacent to proposed coal mining permit areas.

Protection of Rivers, Streams, and Waterways (IC 14-29-1-8)

This law states that "a person, other than a public or municipal water utility, may not: (1) place, fill, or erect a permanent structure in; (2) remove water from; or (3) remove material from; a navigable waterway without a permit from the department." Under this rule, a license is required if someone wishes to remove, salvage, or disturb an abandoned shipwreck or historic site located in whole or in part within a navigable waterway. The Department of Natural Resources must receive and approve a permit or plan for investigations before any excavation may be conducted.



This grant-assisted urban archaeology project revealed remnants of the foundation of the original carriage house at the Benjamin Harrison Home in Indianapolis. The information gathered through this investigation aided in the building's reconstruction.

As Indiana's State Historic Preservation Office, the DHPA initiates partnerships with a wide variety of preservation and archaeology groups for purposes of preserving Hoosier heritage. These groups include national, state, and local level governmental agencies, not-for-profit organizations, educational institutions, grassroots preservation societies, and avocational groups. Forming and maintaining these partnerships is important for a number of reasons. The DHPA has limited resources and therefore benefits from the cooperation and leadership of local-level agencies and organizations in addressing preservation issues. Many of these partners already have effective programs in place for preservation planning, education, and action that reach a very broad constituency throughout the state. Finally, sharing the responsibility for preserving our cultural resources provides a sense of ownership and stewardship to many different people at many different levels. The preservation of our Hoosier heritage requires the continual efforts of many partners working together to pass on to future generations the tangible reminders of our state's rich history.

The following reference list is by no means all-inclusive, but it contains the more active partners. This list should be seen as dynamic and will be continually updated to address the needs of preservation in Indiana. Partners are listed at the national, state, and local levels; addresses, phone and fax numbers, and website addresses are given when appropriate.



The roof of this small round barn in Miami County depicts farm animals in the polychrome shingle pattern.

NATIONAL LEVEL PARTNERS

National Park Service

1849 C Street, N.W. (org. 2255)
Washington, D.C. 20240-0001
202-208-4747
www.cr.nps.gov

The National Park Service (NPS), part of the U.S. Department of the Interior, is Indiana's main partner for the preservation of cultural resources. Each year, the NPS provides financial assistance to the DHPA through its Historic Preservation Fund (HPF) Program for the administration of preservation and archaeology programs in Indiana. The majority of this money is redistributed as HPF subgrants to municipal governments, educational institutions, and not-for-profit organizations throughout the state. The DHPA works very closely with NPS Staff on such issues as the Underground Railroad Initiative and the National Historic Landmarks program. The National Park Service maintains three properties in Indiana - the George Rogers Clark National Historical Park in Vincennes, the Indiana Dunes National Lakeshore in Porter, and the Lincoln Boyhood National Memorial in Lincoln City. The NPS also provides Indiana with a variety of preservation literature that the DHPA distributes to the public.

National Trust for Historic Preservation

1785 Massachusetts Avenue, N.W.
Washington, D.C. 20036
800-944-6847 or 202-588-6000
TTY: 202-588-6200

Midwest Regional Office

53 W. Jackson Blvd., Suite 350
Chicago, IL 60604
312-939-5547
www.nationaltrust.org

Founded in 1949, the National Trust for Historic Preservation (NTHP) has as its mission "to foster an appreciation of the diverse character and meaning of our American cultural heritage and to preserve and revitalize the livability of our communities by leading the nation in saving America's historic environments." To this end, the National Trust carries out a number of major public education programs, including the operation of 18 museum properties nationwide. *Preservation*, the National Trust's award-winning magazine, features the history and architecture of significant places all across America. Special workshops teach educators how to use historic places in their own communities to make history come alive for schoolchildren. National Preservation Week focuses on a different theme each year in order to help communities promote preservation and

highlight various aspects of their local heritage. The Trust's National Main Street Center is one of the most successful community economic development programs in the country and helps to revitalize the economies of downtowns while preserving the fabric of these commercial districts. The National Trust also provides technical, financial, and legal assistance, as well as publicity for communities facing imminent threats to their historic character and resources.

Other Federal Agencies

The DHPA interacts with many federal agencies that own historic properties and archaeological sites, or that provide licenses, permits, or funding for projects involving cultural resources. The previously mentioned Section 106 review process requires that Division staff review and comment on these federal projects. Therefore, the DHPA can utilize this interaction as an opportunity to educate the various federal agencies on sensitivity to cultural resources.

STATE LEVEL PARTNERS

Commissioner of Agriculture / Hoosier Homestead Award Program

150 W. Market Street, Suite 414
Indianapolis, IN 46204
317-232-8770
Fax: 317-232-1362
www.in.gov/oca

One of the most widely recognized tools to encourage rural preservation is the Hoosier Homestead Award Program administered by the Office of the Commissioner of Agriculture. This program recognizes farms that have been continuously owned and operated by the same family for over 100 years. The program stresses the important contributions these family farms have made to the economic, cultural, and social advancement of Indiana. Honorees receive an enameled plaque to display outside the homestead.

Council for the Conservation of Indiana Archaeology

The Council for the Conservation of Indiana Archaeology (CCIA) is a state-wide organization of professional archaeologists. The main purpose of the CCIA is to strengthen the professional identification of archaeology as well as the recognition of qualified professional archaeologists. The CCIA encourages high standards in the training of archaeologists and also requires high standards of performance from practicing professional archaeologists. In addition, the CCIA helps to identify properly qualified archaeologists for agencies and organizations that use archaeological professionals in the course of their activities. It also communicates to the public the importance of the proper practice of archaeology and supports the standards of responsible archaeology in Indiana. For current contact information, please call the DHPA.

Historic Landmarks Foundation of Indiana (Headquarters)

340 W. Michigan Street
Indianapolis, IN 46202-3204
317-639-4534
Fax: 317-639-6734
www.historiclandmarks.org

Historic Landmarks Foundation of Indiana (HLFI) is the largest statewide not-for-profit preservation organization in the country. HLFI works with individuals, businesses, nonprofit groups, and governmental agencies across Indiana to save, protect, and restore historic buildings. Special emphasis is placed on fostering preservation at the local level, particularly by nurturing local, grassroots organizations. Technical and financial assistance is available to local not-for-profit preservation organizations through HLFI's grant programs and Statewide Revolving Loan Fund. HLFI is the DHPA's major partner in the historic sites and structures survey program. Public education efforts include programs, workshops, and publications to educate



Main Street organizations often establish market days and street festivals in order to bring people downtown, such as this farmers' market on the Courthouse Square in Bedford.

Hoosiers about preservation and the ways that local landmarks enhance the identity, unique visual qualities, and economies of neighborhoods, cities, towns, and rural areas. HLF also serves in a preservation advocacy capacity by working on preservation issues with local units of government and preservation commissions, state agencies and legislators, and national-level preservation organizations. The organization's offices in South Bend, Cambridge City, Aurora, Jeffersonville, Evansville, Terre Haute, Gary, and Indianapolis bring HLF's services closer to communities throughout the state.

Indiana Alliance of Historic District Commissions

The Indiana Alliance of Historic District Commissions (IAHDC) is a statewide organization that is designed to support and assist the state's historic preservation commissions, review boards, and Certified Local Government programs. The IAHDC provides resources and training for about 30 member entities in order to inform and educate the citizens, staff, and government officials who serve on review boards, thereby enabling these bodies to make better decisions about historic resources in their communities. For current IAHDC contact information, please call the DHPA.

Indiana Arts Commission

402 W. Washington Street, Room W072
Indianapolis, IN 46204
317-232-1268
Fax: 317-232-5595
TTY: 317-233-3001
www.in.gov/iac

The Indiana Arts Commission (IAC) operates several assistance programs to benefit local arts organizations. A major goal of the IAC is to secure a significant role for the arts in local economic development, education, and cultural tourism. This goal provides an opportunity for the IAC to interface with the

DHPA and the Indiana Main Street Program through strategies that encourage the reuse and redevelopment of historic urban centers, particularly the rehabilitation of historic buildings for use by local arts organizations.

Indiana Department of Commerce

One N. Capitol Avenue, Suite 700
Indianapolis, IN 46204
317-232-8800
Fax: 317-232-5123
TTY: 317-233-5977
www.in.gov/doc

The Indiana Department of Commerce (IDOC) is a critical partner in the redevelopment of historic urban areas. There are three divisions within the IDOC that deal with historic preservation: the Indiana Main Street Program, the Community Development Division, and the Indiana Division of Tourism. The DHPA supports IDOC's programs by way of technical assistance, HPF subgrants to local organizations, and administration of National Register and survey programs.

The Indiana Main Street Program uses the four-point approach of economic restructuring, organization of partners, promotion of heritage and commercial opportunities, and improving streetscape design to promote the comprehensive revitalization of downtowns and commercial districts. Indiana has more than 160 Main Street communities, including 16 that have full-time Main Street managers. All of these communities have demonstrated a strong commitment to the revitalization of Indiana's city and town centers and historic commercial districts. The results of Main Street initiatives since 1988 include hundreds of facade restorations, over 1,000 building rehabilitations, and the creation of thousands of new jobs in historic urban centers. These organizations can be powerful forces for local preservation by rehabilitating vacant or underutilized historic commercial buildings and giving them new life and utility.

The Community Development Division administers several large federal grant programs and has six regional offices throughout the state. Programs include: the Community Focus Fund, Planning Grants, the Community Planning Fund, Community Development Action Grants, the Neighborhood Assistance Program, and the Industrial Recovery Site/Dinosaur Building Tax Credit. All of these programs impact the built environment and offer opportunities for quality planning and adaptive reuse of historic resources.

The Indiana Division of Tourism promotes cultural and heritage tourism, which is one of the fastest growing sectors of the service industry. The cultural tourist seeks authentic and culturally specific experiences. Therefore, this kind of tourism helps finance the preservation of unique cultural landscapes and resources, often providing the economic viability needed to sustain them.

Indiana Department of Natural Resources

402 W. Washington Street
Indianapolis, IN 46204
317-232-4200
www.in.gov/dnr

The Indiana Department of Natural Resources (DNR) is comprised of twenty-two divisions that oversee the conservation and protection of Indiana's natural and cultural resources. The DNR's Division of Historic Preservation and Archaeology has almost daily interaction with land-holding sister divisions that require assistance in dealing with their prehistoric and historic resources, and shares responsibility for state-funded grant programs with several other divisions. This relationship provides opportunities to promote the DHPA's programs through other DNR offices and facilities.

Indiana Department of Transportation

100 N. Senate Avenue
Room IGCN 755
Indianapolis, IN 46204
317-232-5533
www.in.gov/dot

Between 1993 and 2002, the Indiana Department of Transportation (INDOT) allocated approximately forty-five million dollars of grant funding to historic transportation facilities and archaeological research projects through the Intermodal Surface Transportation Efficiency Act known as ISTEA, and its successor program, the Transportation Enhancement Act for the 21st Century known as TEA21. This figure represents roughly one third of all transportation enhancement grant projects in Indiana. The DHPA has been active in the development and promotion of the TEA program and the evaluation of TEA preservation project proposals.

Indiana Historical Bureau

140 N. Senate Avenue
Indianapolis, IN 46204
317-232-2535
Fax: 317-232-3728
TTY: 317-232-7763
www.statelib.lib.in.us/www/ihb/ihb.html

The Indiana Historical Bureau (IHB) is the state agency responsible for public education programs relating to Indiana history. This agency administers the prominent Indiana Historical Marker Program, which places commemorative markers on the locations of significant historical events and sites. In addition, the IHB publishes *The Indiana Historian*. This publication reaches a wide audience throughout the state. The DHPA has partnered with the IHB to produce several issues of *The Indiana Historian* devoted to archaeology.

Indiana Historical Society

450 W. Ohio Street
Indianapolis, IN 46202
317-232-1882
Fax: 317-233-3109
TTY: 317-233-6615
www.indianahistory.org

The Indiana Historical Society (IHS) manages a large archive of historical documents, photographs, and other materials. This facility is one of the main historical research facilities in the state of Indiana. The IHS publishes books that deal with Indiana history, prehistory, and genealogy as well as four periodicals: *Traces of Indiana and Midwestern History*, *Indiana Magazine of History*, *The Hoosier Genealogist*, and *Black History News & Notes*. The IHS frequently sponsors a grant and fellowship program to promote scholarship in Indiana history. The Indiana Junior Historical Society, which encourages the study of history by school-aged children, is also administered

by the IHS. Division staff members regularly use IHS services for National Register and archaeological research.

Indiana Housing Finance Authority

30 S. Meridian St.
Suite 1000
Indianapolis, IN 46204
317-232-7777
Fax: 317-232-7778
www.in.gov/ihfa

The Indiana Housing Finance Authority (IHFA) is a critical partner in redeveloping and preserving historic residential areas throughout the state. IHFA also works closely with the Indiana Main Street Program in the adaptive reuse of downtowns. A mix of commercial and housing space was a historic component of downtown areas, and it is key to their survival today. IHFA administers federal grant programs and the State Housing Trust Fund, which help to preserve and revitalize downtown areas and historic



Aerial view of the Convent of the Immaculate Conception in Dubois County. Large or small, religious institutions are important to our cultural heritage.

neighborhoods. The agency also encourages development of affordable housing through the federal Rental Housing Tax Credit program. These financial incentives can often be combined with the DHPA's grant and tax credit programs.

Indiana Humanities Council

1500 N. Delaware Street
Indianapolis, IN 46202
317-638-1500
Fax: 317-634-9503
www.ihc4u.org

The Indiana Humanities Council (IHC) co-sponsors the Historic Preservation Education Grant Program with Historic Landmarks Foundation of Indiana. These grants provide up to \$2,000 for conferences, printed materials, or other preservation education initiatives. IHC's Humanities Initiative Grant Program has assisted with the growing demand for Indiana Archaeology Week materials. The DHPA and the IHC continue to develop mutually beneficial educational programming.

Indiana State Library

140 N. Senate Avenue
Indianapolis, IN 46204
317-232-3675 or -3677
Fax: 317-232-3728
TTY: 317-233-5976
www.statelib.lib.in.us

The Indiana State Library is an important research facility that is frequently used by preservation consultants, archaeologists, and DHPA staff for research on historical and archaeological subjects. The library's holdings include information on archaeological resources, historic structures, cemeteries, and Indiana history.

LOCAL LEVEL PARTNERS

Avocational Archaeology Organizations

Indiana has several avocational archaeological organizations that advocate the wise collecting of artifacts, the proper recording of sites, and the study of prehistoric and historic archaeology in the state. The more active groups include: the Upper White River Archaeological Society, the White River Valley Archaeological Association, the Little Turtle Archaeological Research Society, the Northwest Indiana Archaeological Association, the Southern Indiana Archaeological Society, the Whitewater Valley Archaeological Society, the Indian Creek Archaeological Society, and the Indiana Archaeological Society. By fostering active relationships with these types of organizations, the DHPA promotes the benefits that can be derived from appropriate archaeological investigations, and provides people with opportunities to make direct contributions to research about Indiana's heritage.

Local Preservation Commissions

Indiana has more than thirty communities with local preservation ordinances and active preservation commissions consisting of professional and citizen members. The duties of these commissions include surveying and mapping historic properties within their jurisdictions, establishing design guidelines for historic districts, and reviewing certificates of approval for alterations and demolitions. These commissions strive to safeguard the historic character and resources that make their communities unique.

Local Preservation Organizations and Historical Societies

Most Indiana counties have at least one local preservation organization or historical society for a total of about 115



Members of local preservation organizations are important partners for the DHPA! They frequently participate in the DHPA's grant programs to rehabilitate historic properties.

groups statewide with thousands of members. Some organizations focus on one individual resource such as a historic home, or a class of resources such as covered bridges, while other organizations focus on local history and genealogy, or historic resources throughout the city or county. Together, these organizations serve as grassroots advocates for the preservation of cultural resources throughout Indiana, and can be effective vehicles for influencing local level planning and policy relating to cultural and historic resources.

Main Street Communities

Over 160 communities participate in the Indiana Main Street program, which is more than in any other state. These local organizations are vehicles for community-based economic development and preservation efforts, and a number of them have participated in the DHPA's grants programs. These communities understand that economic revitalization and preservation success is measured by incremental changes in their downtown areas. (For more information, refer to the Indiana Department of Commerce above.)



The historic Buckley Homestead in Lake County is now a living history facility that interprets life on an early 20th century Indiana farm. This educational venue is visited by thousands of urban school children each year.

Universities with Related Programs (Archaeology / Anthropology / Public History / Preservation)

Archaeology and anthropology programs at a number of Indiana universities are active partners in the effort to educate the public about the importance of archaeological resources in the state. These institutions include: Ball State University, Indiana University, Indiana State University, Martin University, Purdue University, the University of Indianapolis, and the University of Notre Dame. Many of these universities also have active cultural resource management programs that allow professionals and students to participate in Section 106-mandated archaeological investigations, as well as archaeological research and grant projects. Educators from many of these institutions have been awarded DHPA-administered grants to conduct archaeological investigations, have assisted the DHPA with the investigation of “accidental discoveries” of archaeological and human burial sites,

and have actively supported Indiana Archaeology Month activities.

Three universities are active partners in the effort to educate the public about preservation and architectural resources in Indiana. Ball State University offers a graduate degree in historic preservation. Course projects are designed to focus on real-world preservation problems, and to benefit actual property owners, community organizations, and local government agencies whenever possible. Indiana University-Purdue University at Indianapolis (IUPUI) offers a graduate degree in public history to prepare historians for non-academic careers in preservation, corporate history, cultural resource management, historical societies, and museums. Many students in these two programs augment their classroom experiences by working for a variety of historical and preservation organizations during required internships. Indiana University at Bloomington has a Folklife Department that is yielding some of the premier scholarship on Indiana’s vernacular architecture.

Miscellaneous Preservation and Archaeology Partners

Other entities, organizations, and agencies at all levels that have been recognized as potential partners for preservation include: local chambers of commerce, the Indiana Association of Cities and Towns, the Indiana Association of Counties, the Indiana Department of Education, and a wide variety of special interest groups that relate to historic resources, such as railroad enthusiast groups and Habitat for Humanity. Many other professionals in related fields can be powerful allies for proactively protecting our cultural resources. This list includes, but is not limited to: architects, designers, landscape architects, engineers, town and city planners, developers, and people dealing with real estate. The DHPA staff will continue to identify potential partners, engage these groups and individuals, and develop relationships with them.

The National Register is the nation's official list of cultural properties that are worthy of recognition and preservation. Many different types of resources can be listed including: buildings (house, barn, theater, factory), sites (archaeological, park, garden, battlefield), structures (bridge, dam, windmill), objects (fountain, sculpture, monument), or districts (neighborhood, commercial, college campus, courthouse square, rural). However, not every historic resource is automatically eligible for the National Register.

Eligibility Criteria

To qualify, the property should be at least fifty years old and have significance at the local, state, or national level under at least one of these four criteria:

A. Events — Properties associated with events that were important to our history.

B. Persons — Properties associated with the lives of persons significant in our past.

C. Architecture / Design — Buildings, structures, or objects with architectural or engineering importance. They may be examples of a type, period, or method of construction, or they may be the work of a master or possess high artistic value. Groupings of properties may share a common heritage, such as a historic district.

D. Information — Resources that have yielded, or may yield, important information in prehistory or history.

Integrity

Integrity measures the authenticity of historic properties based on the time period of the property's importance.

In addition to meeting at least one of the four criteria above, a property must also possess a fairly high degree of integrity. Seven qualities are evaluated to determine a resource's integrity: location, design, setting, materials, workmanship, feeling, and association. Properties need not have high integrity in each category but must have enough physical, design, and associational qualities to make a clear link with the period of their historical significance.



Buildings moved within a listed district may still contribute to that district's significance, as did this house in Muncie after it was properly sited. (Courtesy of Muncie Historic Preservation and Rehabilitation Commission)



The Farmland Downtown Historic District meets Criterion C; it is an outstanding collection of turn-of-the-century commercial architecture. (Courtesy of The Westerly Group)

Exceptions

Certain properties such as museum artifacts, cemeteries, birthplaces, graves of historical figures, religious properties, moved structures, reconstructions,

commemorative monuments, or properties less than 50 years old are generally not eligible for listing in the National Register. However, such properties may be listed if they are part of historic districts or meet one of the following criteria exceptions:

1. A religious property may qualify only if it is significant for architectural or artistic distinction or historical importance.
2. A building that has been moved from its original site may be listed only if it remains significant primarily for its architectural value, or if it is the existing structure most importantly associated with an historic person or event.
3. A birthplace or grave of a historical figure of outstanding importance may qualify only if there is no other appropriate site or building directly associated with the person's productive life.
4. A cemetery may qualify only if it is significant because it contains graves of persons of great importance, or because of its distinctive design features, or because of its association with historic events.
5. A reconstructed building may qualify only when accurately executed in a suitable environment and presented in a dignified manner as part of a restoration master plan, and when no other building or structure with the same association has survived.
6. A property primarily commemorative in nature may qualify only if its design, age, tradition, or symbolic value has invested it with its own historical significance.
7. A property that is less than 50 years old, or that has historical importance dating from within the last 50 years, can be listed only if it is of exceptional importance.

Preparing the Application

In Indiana, anyone can submit an application to have a property listed; they need not be the property owner(s) nor have special training in preparing National Register forms. A list of National Register Bulletins that address a variety of issues associated with the listing process is provided in this Appendix. Application packets and bulletins can be obtained by contacting the DHPA or visiting the DHPA website at: www.in.gov/dnr/historic. The application packet includes:

- The National Register application form and continuation sheet;
- National Register Bulletin — *How to Complete the National Register Registration Form*;
- National Register Bulletin 39 — *How to Research a Historic Property*;
- Guidelines for organizing an architectural description;
- Guidelines for photography;
- Indiana DNR map order form for USGS quadrangle maps of Indiana;
- A sample nomination.

Applicants should follow very carefully the instructions in *How to Complete the National Register Registration Form*. The guidelines for preparing an architectural description will be helpful in describing the property. National Register Bulletin 39 will help in building a case for listing the property in the register. Computerized application forms may be used in place of the original forms included in the packet.

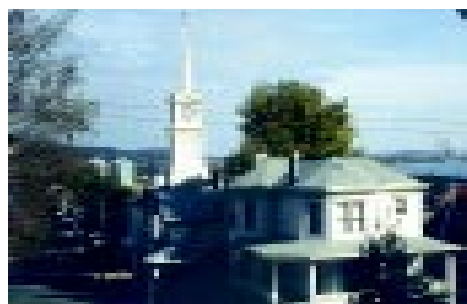
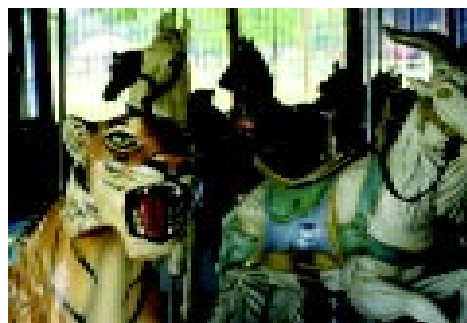
Sufficient photographic documentation is very important. The applicant must provide either two sets of photos or one set plus the original negatives. The high-quality black and white photographs should be 5" x 7" and must have at least a 1/4" white border. Not all photo finishers have the developing equipment to create a white border so applicants should ask about this before having the film developed. It is also important to use black and white film, to request black and white paper and black and white processes when you get the film developed. The photographic documentation must show complete exterior views (including secondary buildings), as well as interior views. Applicants should be sure to

follow the photography guidelines carefully, and pay special attention to the photo marking guidelines in the instruction bulletin.

The completed application must also include the appropriate USGS quadrangle map with the location of the nominated property marked in pencil. If the property includes several buildings, the applicant should submit a sketch map showing their placement and relation to each other. The completed application (form 10-900, Oct. 1990) should be submitted to the DHPA, unbound, with all parts in order.

The Listing Process

When a National Register application is received, it is assigned a file number and is logged into the database. A technical review of the application is completed within two weeks of receipt. This review ensures that the basic components of the application (the fully completed form, black and white photographs, and the USGS map) have been included. When the technical review is completed, the DHPA sends a review sheet to the



National Register listings in Indiana are diverse in scale, location, and type. Clockwise from left: Lake County Courthouse, Crown Point; Dentzel Carousel, Logansport; Lockerbie Square Historic District, Indianapolis; Downtown Historic District, Aurora.

applicant in order to request missing information or to let them know that the application has passed technical review.

The staff next examines the application to ensure that the description of the property and the statement of significance (the argument for listing) meet required documentation standards. If there are problems, the staff will work with the applicant until all questions and concerns have been addressed. From time to time, the section staff is able to make site visits to better determine property boundaries or to help with other technical aspects of the listing process.

Once the staff is satisfied that an application is complete, it is placed on the agenda of one of the quarterly meetings of the Indiana Historic Preservation Review Board. This ten-member Board of professionals and citizens is appointed by the Governor to represent preservation interests from around the state. (For more information on this body, see *Advisory Boards and Councils*, p. 32). Before the Board's meeting, an official notification letter is mailed to the property owner and local officials giving them an opportunity to comment. The owners of a private property may object to having their property listed, thereby preventing its listing. If the Review Board approves the application, it becomes a nomination. At that point the property is listed in the State Register, and the nomination is forwarded to the National Park Service for listing in the National Register. Generally, properties are listed about 45 days after the National Park Service receives the nomination. Once the property is listed in the National Register, the DHPA staff will send the property owner a notification letter and certificates announcing the listing in both the State Register and the National Register.

National Register Bulletins

The National Park Service has prepared a variety of National Register Bulletins to help explain certain technical aspects of preparing applications, as well as to address certain issues and resource types. All National Register Bulletins may be downloaded from the National Park Service's website at: www.cr.nps.gov/nr/publications/bulletins.htm.

The following bulletins are available from the DHPA:

- *Definition of National Register Boundaries for Archeological Properties* (#12)
- *How to Apply National Register Criteria to Post Offices* (#13)
- *How to Apply the National Register Criteria for Evaluation* (#15)
- *How to Complete the National Register Registration Form* (formerly #16A)
- *Nominating Historic Vessels and Shipwrecks to the National Register of Historic Places* (#20)
- *Defining Boundaries for National Register Properties* (#21)
- *Guidelines for Evaluating and Nominating Properties That Have Achieved Significance Within the Past Fifty Years* (#22)
- *Guidelines for Evaluating and Documenting Rural Historic Landscapes* (#30)
- *Guidelines for Evaluating and Documenting Properties Associated with Significant Persons* (#32)
- *Guidelines for Evaluating and Nominating Aids to Navigation* (#34)
- *Researching a Historic Property* (#39)
- *Guidelines for Identifying, Evaluating and Registering Historic Mining Properties* (#42)
- *Guidelines for Evaluating and Documenting Historic Aviation Properties*



Interiors give remarkable character to historic places. Describing interiors is a key part of any National Register application. Clockwise from top left: Allen County Courthouse Rotunda, Fort Wayne; District School #3, Carroll County; Coombs Lustron House, Porter County.

The Secretary of the Interior is responsible for establishing standards for all national preservation programs under Departmental authority and for advising federal agencies on the preservation of historic properties listed or eligible for listing in the National Register of Historic Places.

The *Standards for Rehabilitation*, a section of the *Secretary of the Interior's Standards for Historic Preservation*, address the most prevalent preservation treatment of today: rehabilitation activities. Rehabilitation is defined as "the process of returning a property to a state of utility, through repair or alteration, which makes possible an efficient contemporary use while preserving those portions and features of the property which are significant to its historic, architectural, and cultural values."

The Standards that follow were originally published in 1977 and were revised in 1990 as part of Department of the Interior regulations (36 CFR Part 67, Historic Preservation Certifications). They pertain to historic buildings of all materials, sizes, construction types, and occupancy, and they encompass both the exterior and interior of historic buildings. The Standards also apply to related landscape features and the building's site and environment as well as attached, adjacent, or related new construction.



The original materials, design elements, and workmanship evident in historic buildings, such as the Old Evansville Post Office, are important character-defining features that should be respected and retained.

The Standards are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility. In brief, the Standards cover the following ten points:

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archaeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.



The DHPA's historical architect provides technical advice on a variety of preservation projects, such as the rehabilitation of the McGrady-Brockman House in Vincennes.

Certain treatments, if improperly applied, or certain materials by their physical properties, may cause physical deterioration of historic buildings. Inappropriate physical treatments include, but are not limited to: improper repointing techniques, improper exterior masonry cleaning methods, and improper introduction of insulation where damage to historic fabric would result. In almost all situations, use of these materials and treatments will result in denial of certification for tax credit purposes. In addition, every effort should be made to ensure that new materials and workmanship are compatible with the materials and workmanship of the historic property.

The *Secretary of the Interior's Standards for the Treatment of Historic Properties* have been expanded and interpreted to cover a wide variety of preservation situations and issues. Specifically, the Standards cover acquisition, protection, stabilization, preservation, rehabilitation, restoration, and reconstruction. When researching these Standards or requesting copies, it is important to know which subset of the Standards apply to your situation.

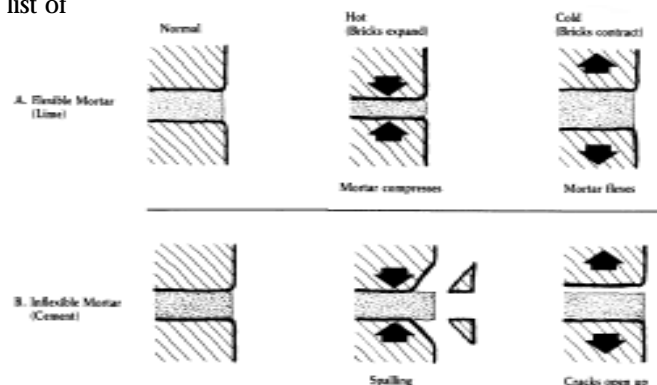
For more information, or to receive a copy of the *Secretary of the Interior's Standards for Historic Preservation Projects*, contact the DHPA or write to: National Park Service, Heritage Preservation Services, 1849 C Street, N.W., Washington, D.C. 20240. You may also link to the website for the National Park Service's Heritage Preservation Services at: www2.cr.nps.gov/tps.



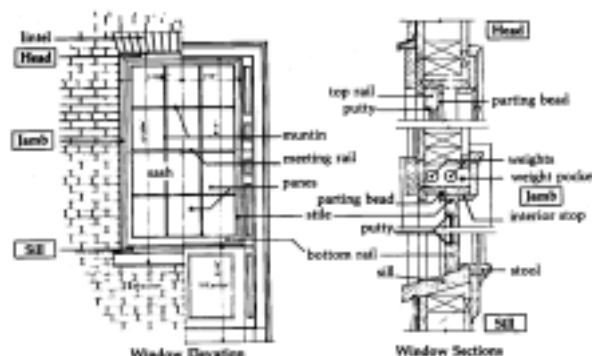
Real estate developer Robert Bartlett purchased a group of showcase modern homes, including this one, from the 1933 Century of Progress World's Fair in Chicago. In 1935, he moved them from the fair site to Beverly Shores and offered them for sale. Lafayette architect Walter Sholer selected Rostone, a locally made artificial stone cladding, for the exterior. This distinctive material is now the character-defining feature of the house.

Preservation Briefs are published by the National Park Service on a variety of topics in order to assist owners and developers of historic properties in recognizing and resolving common preservation and repair problems prior to initiating rehabilitation work. These technical documents are especially useful to preservation tax incentive program applicants and grant recipients because they explain recommended methods and approaches for rehabilitating historic buildings in a manner that is consistent with their historic character. Each Brief also contains a number of illustrations that represent the specific problems and repair methods covered. These documents may be obtained by contacting the DHPA. Below is the list of *Preservation Briefs* that are currently available.

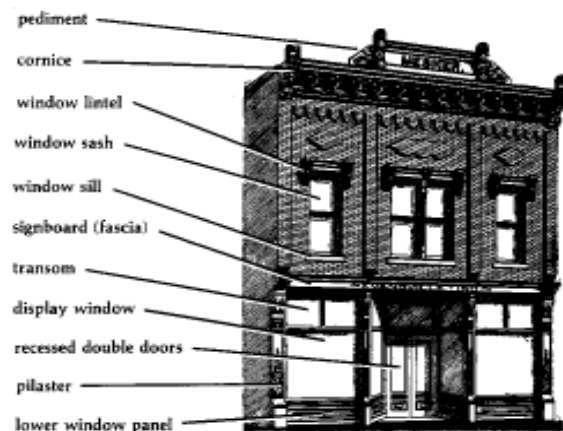
1. The Cleaning and Waterproof Coating of Masonry Buildings
2. Repointing Mortar Joints in Historic Brick Buildings
3. Conserving Energy in Historic Buildings
4. Roofing for Historic Buildings
5. Preservation of Historic Adobe Buildings
6. Dangers of Abrasive Cleaning to Historic Buildings
7. The Preservation of Historic Glazed Architectural Terra-Cotta
8. Aluminum and Vinyl Siding on Historic Woodwork
9. The Repair of Historic Wooden Windows
10. Exterior Paint Problems on Historic Woodwork
11. Rehabilitating Historic Storefronts
12. The Preservation of Historic Pigmented Structural Glass
13. The Repair and Thermal Upgrading of Historic Steel Windows
14. New Exterior Additions to Historic Buildings: Preservation Concerns
15. Preservation of Historic Concrete: Problems and General Approaches
16. The Use of Substitute Materials on Historic Building Exteriors
17. Architectural Character: Identifying the Visual Aspects of Historic Buildings as an Aid to Preserving Their Character
18. Rehabilitating Interiors in Historic Buildings: Identifying Character-Defining Elements
19. The Repair and Replacement of Historic Wooden Shingle Roofs
20. The Preservation of Historic Barns
21. Repairing Historic Flat Plaster - Walls and Ceilings
22. The Preservation and Repair of Historic Stucco
23. Preserving Historic Ornamental Plaster
24. Heating, Ventilating, & Cooling Historic Buildings: Problems & Recommended Approaches
25. The Preservation of Historic Signs
26. The Preservation and Repair of Historic Log Buildings
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37. Appropriate Methods for Reducing Lead-Paint Hazards in Historic Housing
38. Removing Graffiti from Historic Masonry
39. Holding the Line: Controlling Unwanted Moisture in Historic Buildings
40. Preserving Historic Ceramic Tile Floors
41. The Seismic Retrofit of Historic Buildings: Keeping Preservation in the Forefront
42. The Maintenance, Repair and Replacement of Historic Cast Stone



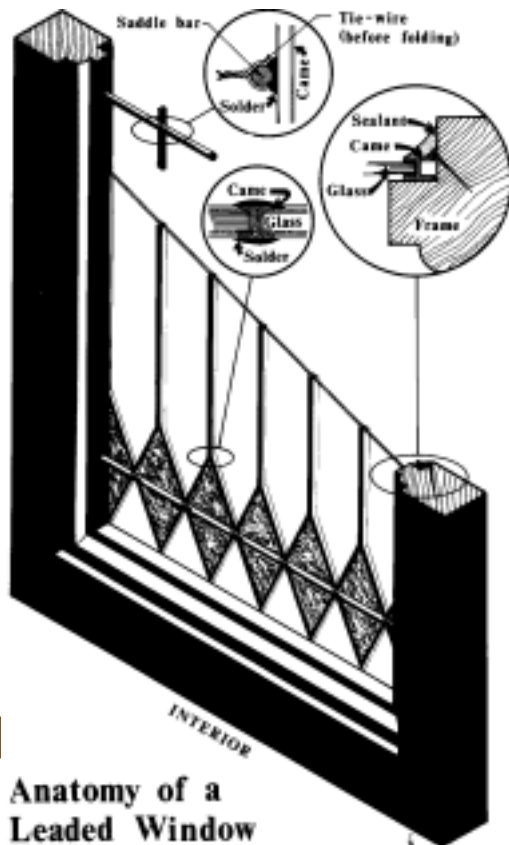
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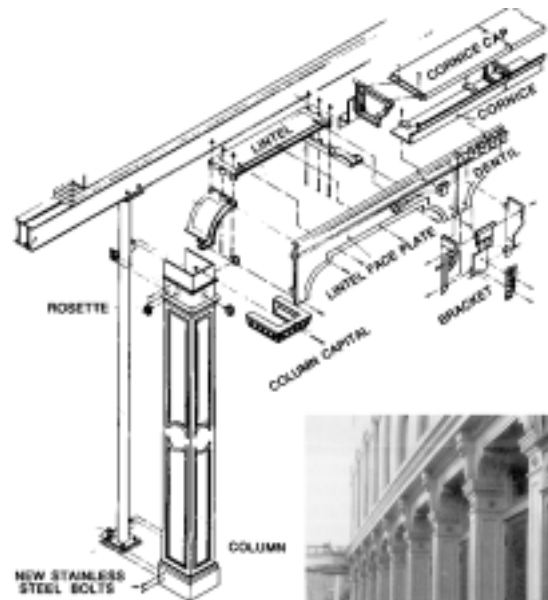


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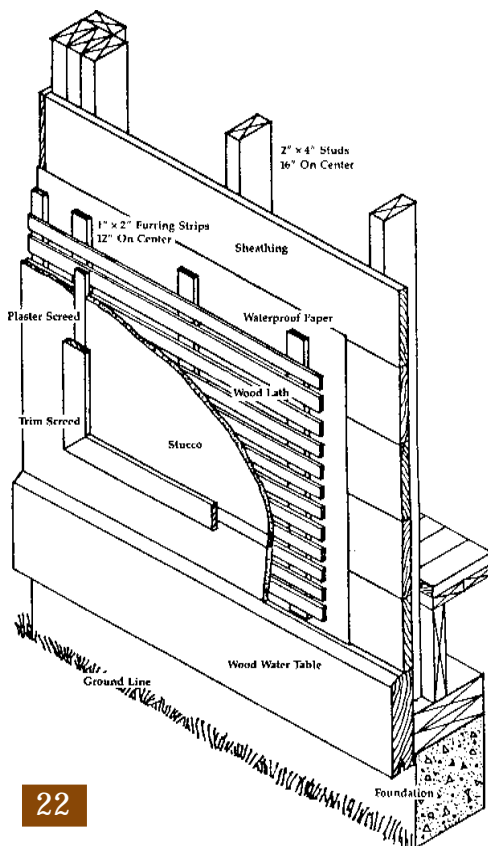


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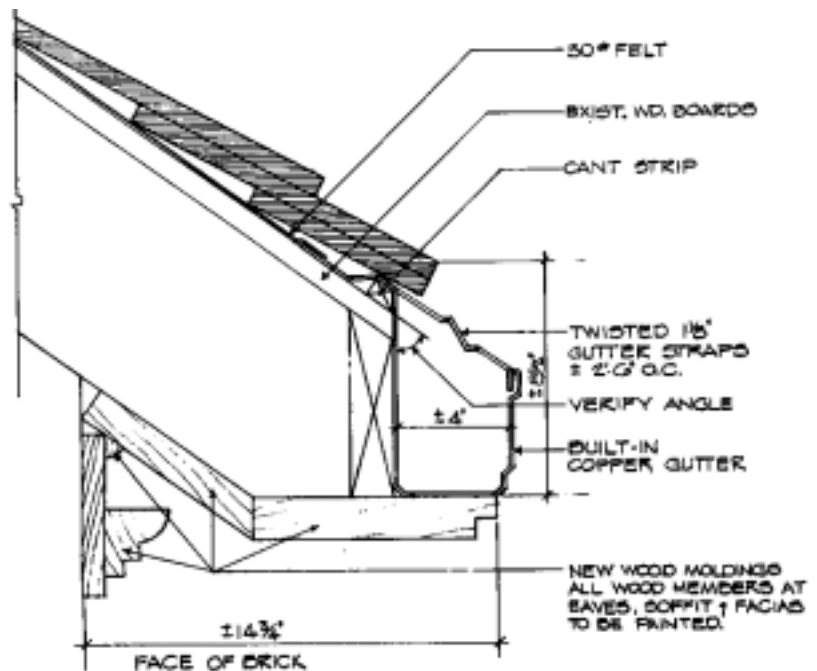
Anatomy of a
Leaded Window



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These documents are available free of charge. For an up-to-date list, go to the NPS Technical Preservation Services website at: www2.cr.nps.gov/tps.

To obtain copies of any of these Briefs, order them online or request them from the DHPA.



The Secretary of the Interior's Standards guide all DHPA-administered tax credit and grant projects, such as the careful restoration of the Rockhill-Tyler House in Fort Wayne (inset) and the masonry rehabilitation of the William Henry Harrison House in Vincennes (background: courtesy of George S. Ridgway).





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